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ABSTRACT

This survey documents activities of Urban Libraries Council member libraries in the areas of fund raising and financial development, and gathers examples of library bylaws, policies on the use of private and general funds money, and policies on gifts. Questionnaires were sent to 89 member libraries in September 1993, and 63 were returned. Findings indicate that 59 percent of the responding libraries have endowments, 44 percent have foundations, 92 percent have Friends groups, and 75 percent are actively engaged in raising funds from the private sector. The fund raising is done by 85 percent of the library directors, 47 percent of the boards of trustees, 45 percent of the foundation boards, and 75 percent of the Friends groups. A list of library foundation contacts and Friends of the Library contacts is provided and the completed surveys of responding libraries are included. Appendices contain selected libraries' foundation bylaws, policies on use of private funds and general funds, and policies on gifts. (AEF)

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FUND RAISING AND FINANCIAL DEVELOPMENT SURVEY RESULTS

Published by the
URBAN LIBRARIES COUNCIL

Evanston, Illinois

December 1993

Urban Libraries Council
Frequent Fast Facts Survey

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Section I.

Summary Report

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Introduction

ULC Frequent Fast Facts Surveys are not intended to be scientific studies of the library community. They are "snapshots" on topics of current interest. Further analysis of the results is encouraged. To that end, completed survey instruments are included in this report.

ULC is grateful to the Research Department of Cahners' Publishing, to Cathy Hoey, and to Evan St. Lifer of Library Journal, who were instrumental in completing the data analysis of this survey. The graphic summaries of the survey were created by Fides Julian of the ULC staff.

This report is in three sections, a summary of findings, copies of the questionnaires which were returned, and copies of member libraries bylaws and policies relevant to the topic of the study.

We hope this report is useful to you. ULC will do three or four of these surveys each year. Please call, write, or fax Joey Rodger in the ULC office with ideas about topics that would be helpful to you!

About This Survey

The intent of this third Frequent Fast Facts Survey was to document activities of ULC member libraries in the areas of fund raising and financial development, and to gather in one place some examples of library foundation bylaws, policies on the use of private and general funds money, and policies on gifts.

Survey forms were sent to 89 member libraries in September, 1993. Sixty three (63) survey forms were returned for a response rate of 71%. The **numbers** of libraries that responded are reported on the Summary copy of the questionnaire. The graphs report **percentages** and include an N value which represents the number of responses to the question addressed by the graph. Computer printouts of the complete data analysis can be obtained by writing, faxing, or calling the ULC office.

Fund raising and financial development practices reflect many local customs and practices. Many survey respondents annotated their forms to more clearly explain exactly what circumstances were in their libraries. For a fuller understanding of the practices of ULC member libraries, the reader is urged to at least thumb through the survey forms included in this report.

Major Findings

Endowments

- *59% of the responding libraries have endowments.
- *Libraries reported $136,500,000 in endowments.
- *$8,573,000 endowment income used in the last fiscal year.

Foundations

- *44% of responding libraries have foundations.
- *64% of the foundations were formed in the 1980's.
- *Of the libraries not now having foundations, 36% indicate that they plan to form them in the next 1-4 years. Only 12% indicated they never plan to form foundations.
- *54% of the foundation in the survey are governed by foundation boards which overlap in membership with library boards.
- *75% of the foundations have staff, 54% have 2 or fewer staff people, 14% have none.

Friends

- *92% of the reporting libraries have Friends groups.
- *Friends groups reporting on the survey raised $2.6 million last year.

General Fund Raising

- *75% of the reporting libraries indicated they are actively engaged in raising funds from the private sector.
- *70% reported their levels of fund raising have increased in the last ten years. Nineteen percent (19%) said levels of fund raising activities were about the same, and none reported they had decreased.
- *76% indicated they expected the levels of fund raising activities to increase in the next 5-10 years. Only one library reported expecting it to decrease.
- *Reporting libraries raised $2,400,000 in private funds last year.

Who Does Fundraising?

- *85% of the reporting library directors.
- *47% of the reporting boards of trustees.
- *45% of the foundation boards.
- *75% of the Friends groups.

SUMMARY

URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

The intent of this Frequent Fast Facts Survey is to obtain a snapshot of current fund raising and financial development activities in member libraries. In addition to being inherently interesting, the data will be used in the ULC H.W. Wilson Foundation funded study on Private and Public Funding Issues for Public Libraries.

Library Name: ______________________________

Name of Person Completing the Survey: ______________________________

Phone Number: ______________ Fax Number: ______________ Date: __________

Population Served by Your Library: ______________

1993 Operating Budget: $______________ 1993 Capital Budget: $______________

(N=63)

* *

Endowment Issues

1. Does your library have an endowment? -1 ☐ Yes ㊲ -2 ☐ No (Please skip to "Foundation Issues") (2

2. Who controls the funds from the endowment?
   - -1 ☐ Library Board ㉒
   - -2 ☐ Library Foundation Board ⑩
   - -3 ☐ Endowment Trustees ④
   - ☐ Other (specify) ______________

3a. Do you have formal/official guidelines on how your endowment money can be spent? -1 ☐ Yes ㉙ -2 ☐ No (5

b. If "Yes," how can the money be used?

Operating Budget:
   - -1 ☐ Collections ㉖
   - -2 ☐ Special Projects ⑰
   - -3 ☐ Children's Services ⑭
   - ☐ Other ______________
   - -4 ☐ Capital expenditures ⑨
   - ☐ Other ______________

4. How much money is in the endowment today? $______________

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $______________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? -1 ☐ Yes ㉘ -2 ☐ No ㉝

b. If "Yes," in what year was the foundation established? 19__________

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   - -1 ☐ 1 - 2 years ⑧
   - -2 ☐ 3 - 4 years ④
   - -3 ☐ 5 - 6 years ⓪
   - -4 ☐ More than 6 years ⓪
   - Never ④

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - -1 ☐ Members frequently rotate from one board to the other ③
   - -2 ☐ Boards are identical in membership ⓪
   - -3 ☐ Boards have overlapping membership ⑮
   - -4 ☐ Boards have totally differing memberships ④
   - ☐ Other (specify) ______________
   - -5 ☐ Do not have a foundation board/library board ②

3. Which of the following best describes how staff support is provided for your foundation?
   - -1 ☐ Executive Director and/or staff is on Foundation payroll ⑨
   - -2 ☐ Executive Director and/or staff is on Library payroll. ③
   - -3 ☐ Library staff provide support as part of library duties ⑮
   - -4 ☐ Volunteer staff ④
   - -5 ☐ No dedicated staff ③
   - ☐ Other (specify) ______________

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4. What is the total FTE positions providing foundation support? #_________________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________________________________ Phone: ____________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [ ] Yes ㊼ 2 [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

1 [ ] Increased ㊷ 2 [ ] About the Same ④ 3 [ ] Decreased ⓪

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 [ ] Increase ㊴ 2 [ ] About the Same ⑥ 3 [ ] Decrease ①

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	㊵ Yes	No ②	# AVE. 226
Board of Trustees	㉒ Yes	No ⑭	# AVE. 219
Foundation Board	㉑ Yes	No ⑥	# AVE. 931
Friends Groups	㉟ Yes	No ④	# AVE. 2298

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 [ ] When private funds go up, public funds go down ②
2 [ ] When private funds go up, public funds go up ⑥
3 [ ] No direct relationship ㉘
4 [ ] Other (specify) ______________________________

. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$____________________

7. Which of the following fund raising activities did your library engage in last year?

1 [ ] Anniversary celebrations ⑥
2 [ ] Planned giving ⑧
3 [ ] Direct mail campaigns ㉖
4 [ ] Annual campaigns ⑲
[ ] Other (specify) ______________________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [ ] Yes (58) 2 [ ] No ④

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$____________________

3. Please provide the name and phone number for your Friends staff contact person.

Name: ________________________________ Phone: ____________________

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
The deadline is September 30, 1993.
Please Fax to 708-866-9989 or return by mail to:
Urban Libraries Council
1800 Ridge Avenue
Evanston, IL 60201

List of Graphs

I. Presence of Endowments
  Endowments by Library Population Served

II. Guidelines for Expenditures from Endowments
  How Endowment Money Can be Spent
  Percentages of Restricted Funds

III. Endowment Funds: totals
  Total in Endowments
  Total Endowment Funds Used

IV. Presence of Foundations

V. Anticipated Establishment of foundations

VI. Foundation Board/Library Board Membership

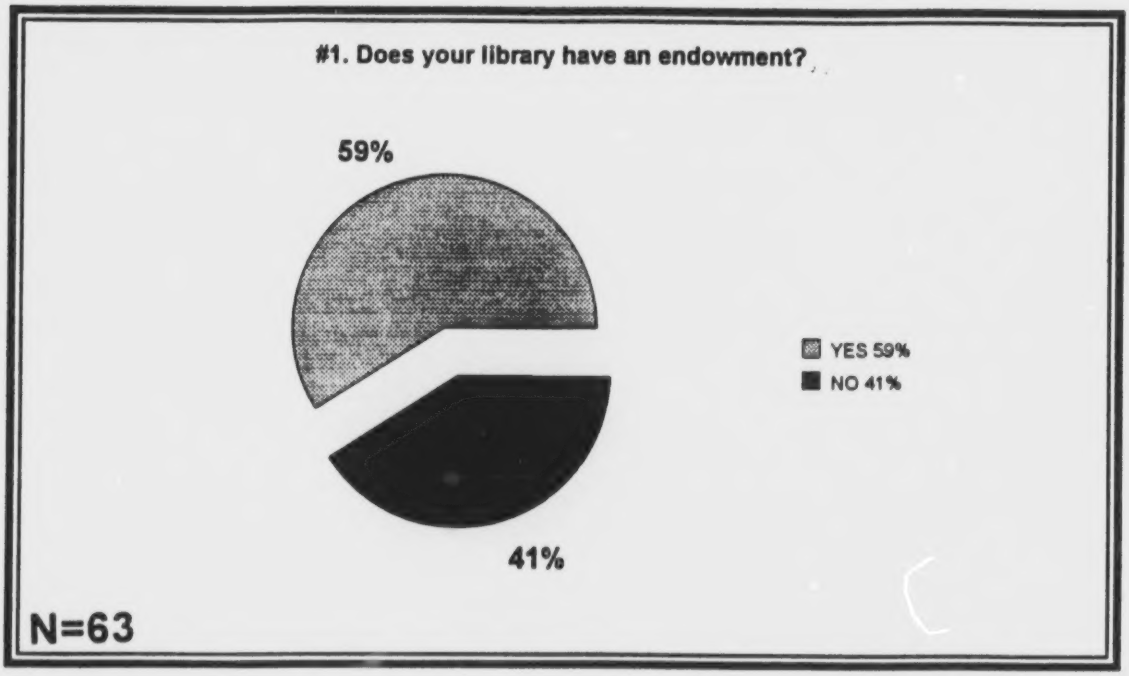
VII. Changes in Levels of Fund Raising Activity
  Over the Last Ten Years
  Anticipated Future Trends

VIII. Private Money Raised by Reporting Libraries

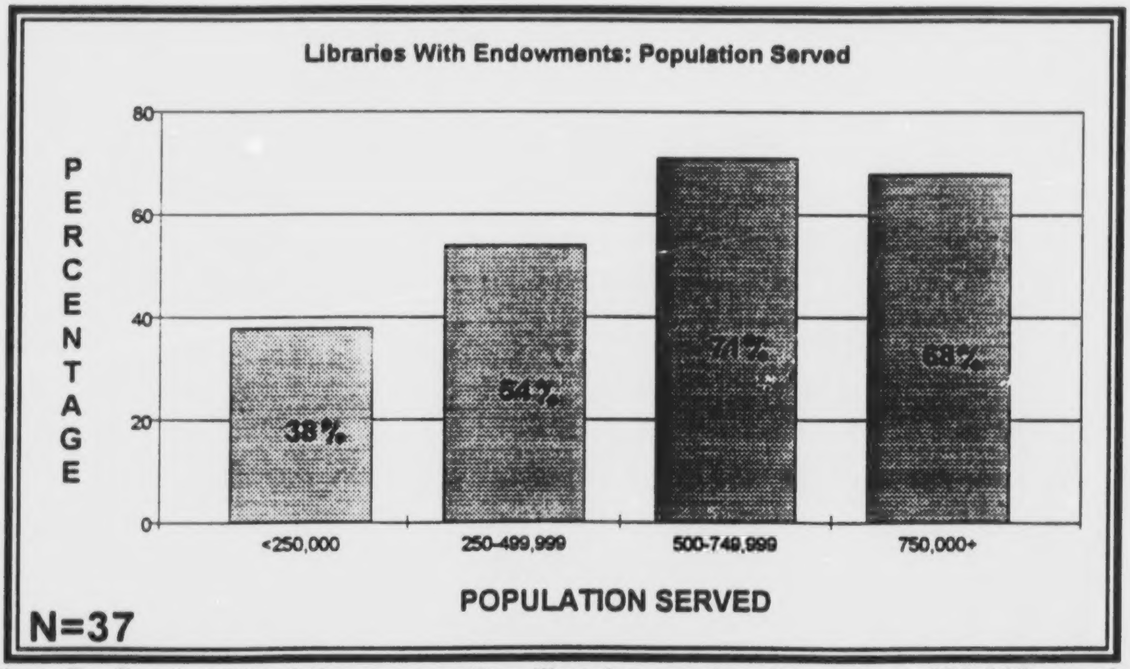
IX. Who Raises Private Money for Libraries

X. Tax Support and Private Fund Raising

I. Presence of Endowments



#1. Does your library have an endowment?



Libraries With Endowments: Population Served

How To Read: 38% of the responding libraries serving fewer than 250,000 people have endowments.

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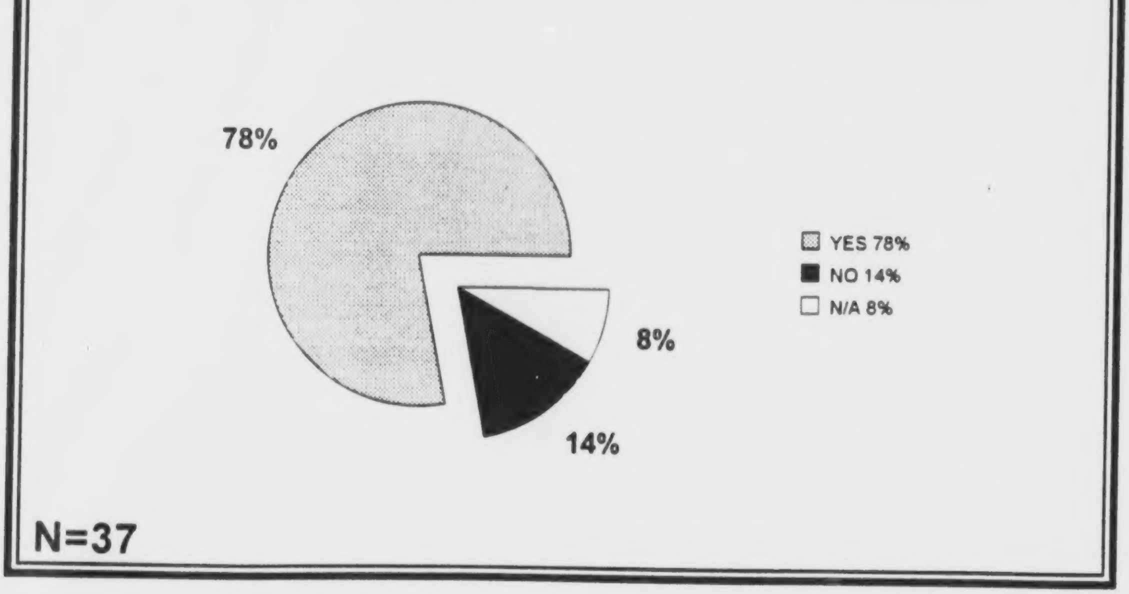
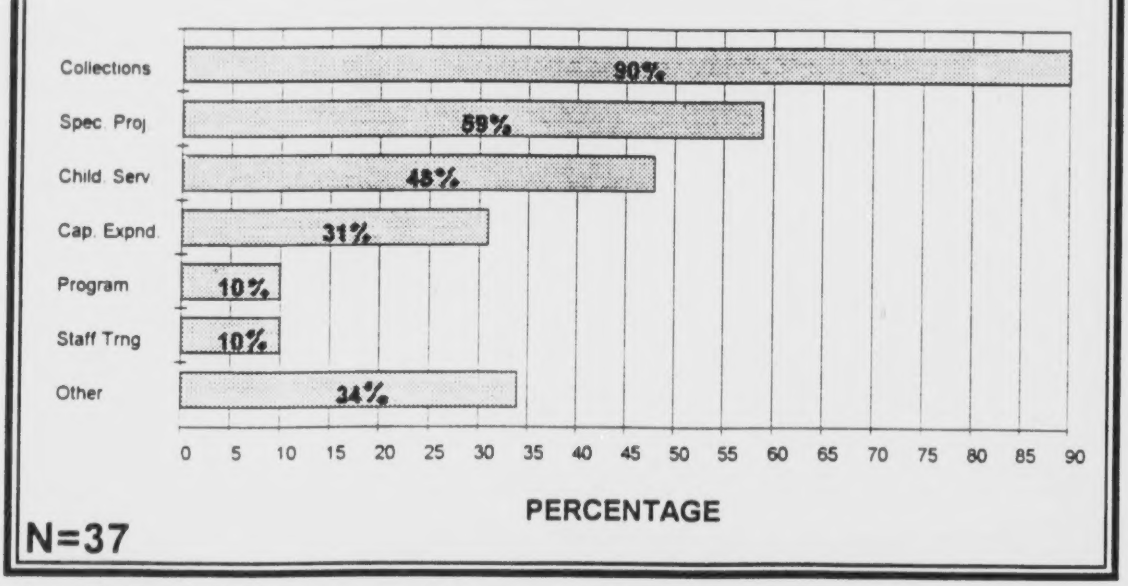
II. Guidelines for Expenditures from Endowments

#3. Do you have official guidelines on how endowment money can be spent?

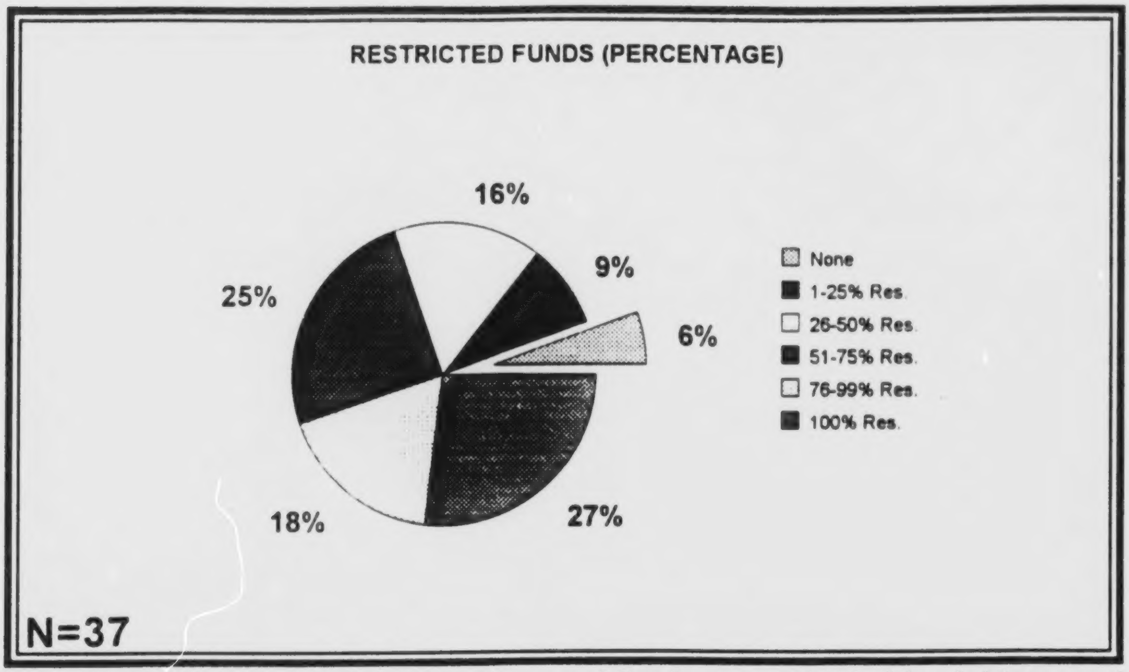


#3b. The money can be used for...



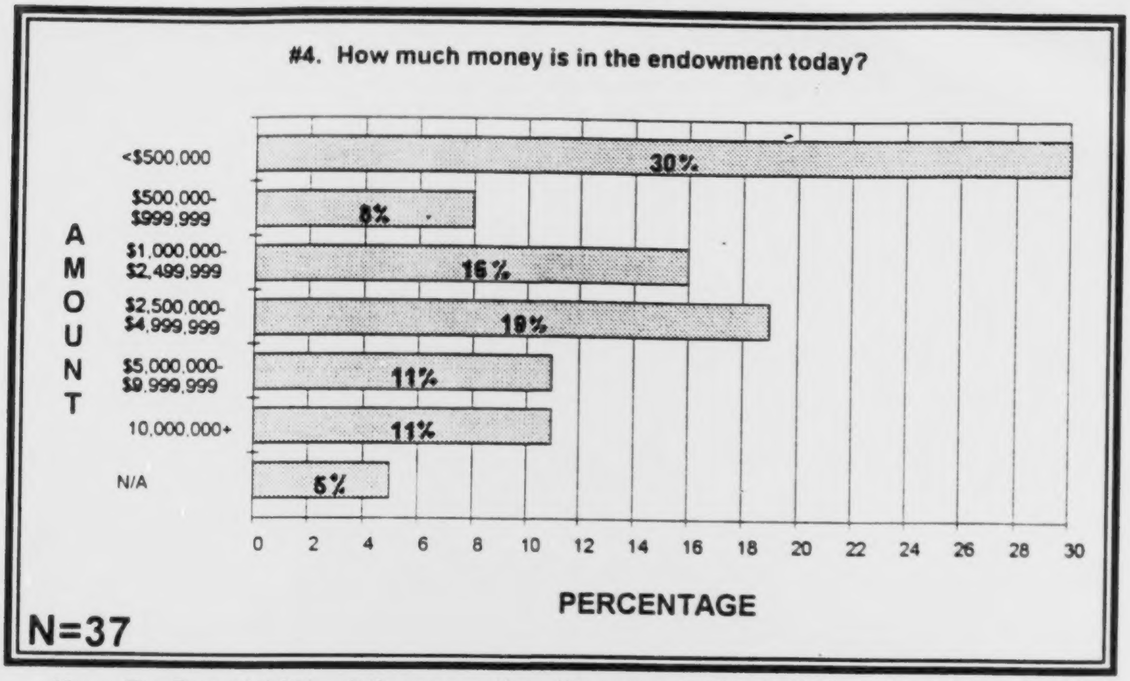
How To Read: 90% percent of the reporting libraries indicated that endowment funds may be used for collections (Multiple answers were possible).

II. Guidelines for Expenditures from Endowments cont.

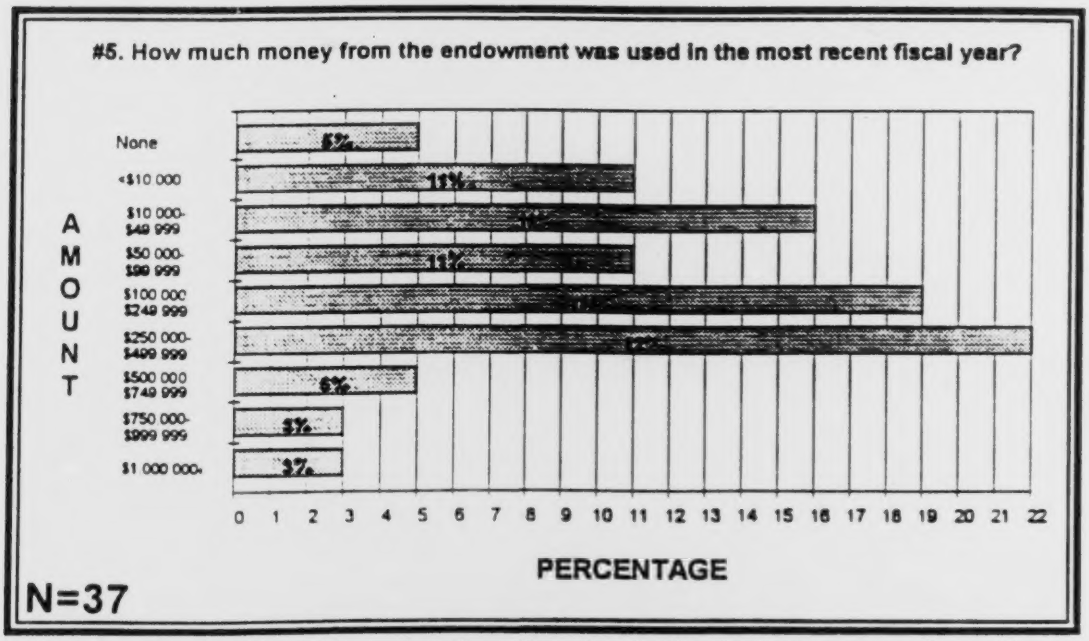


How To Read: 1 to 25% of the endowment funds are restricted in eight percent of the reporting libraries.

III. Endowment Funds : Totals

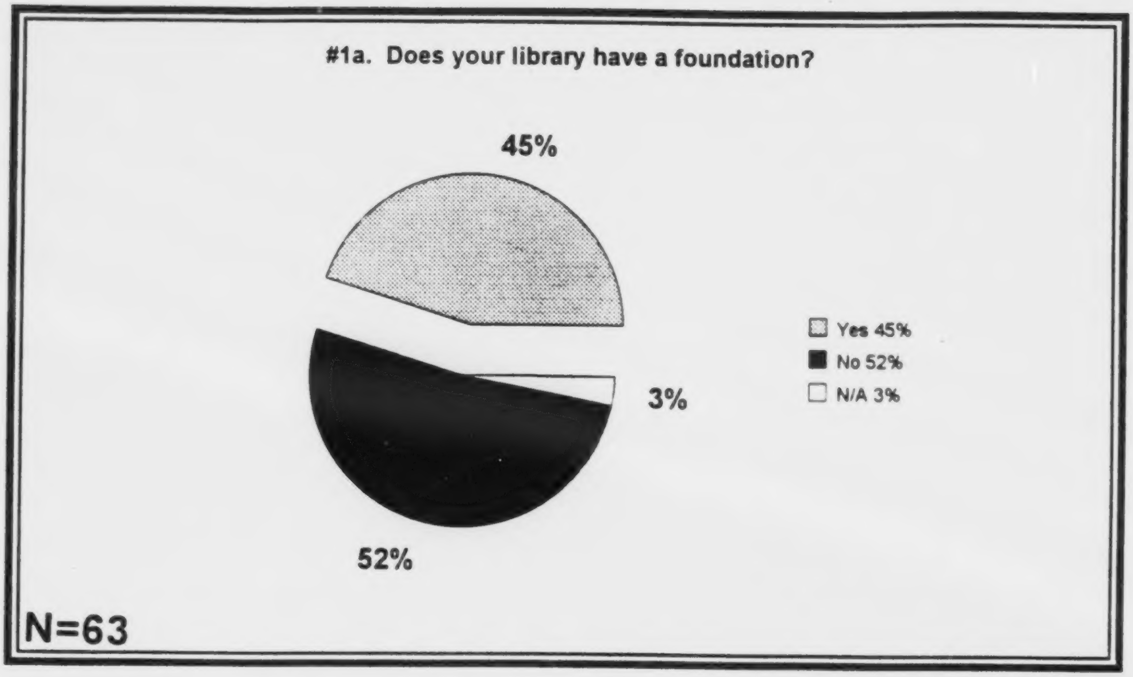


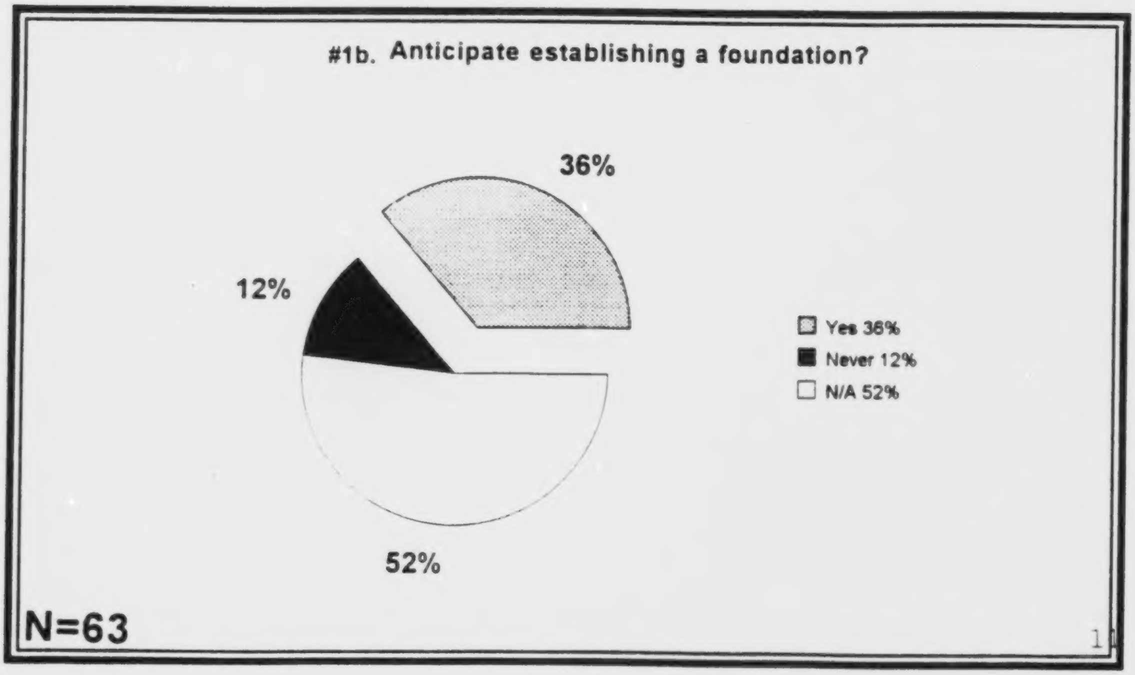
How To Read: 30% of the reporting libraries indicated they had less than $500,000 in their endowments at the time the survey was done.



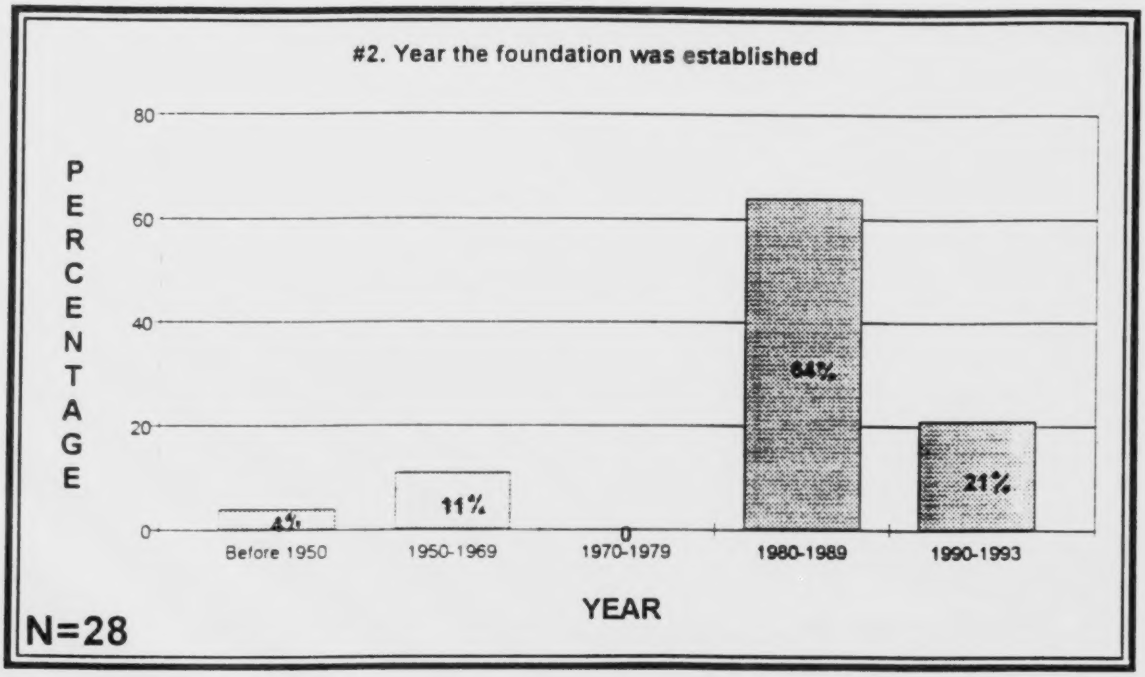
How To Read: 5% of the reporting libraries indicated no money from their endowments was used in the most recent fiscal year.

IV. Presence of Foundations

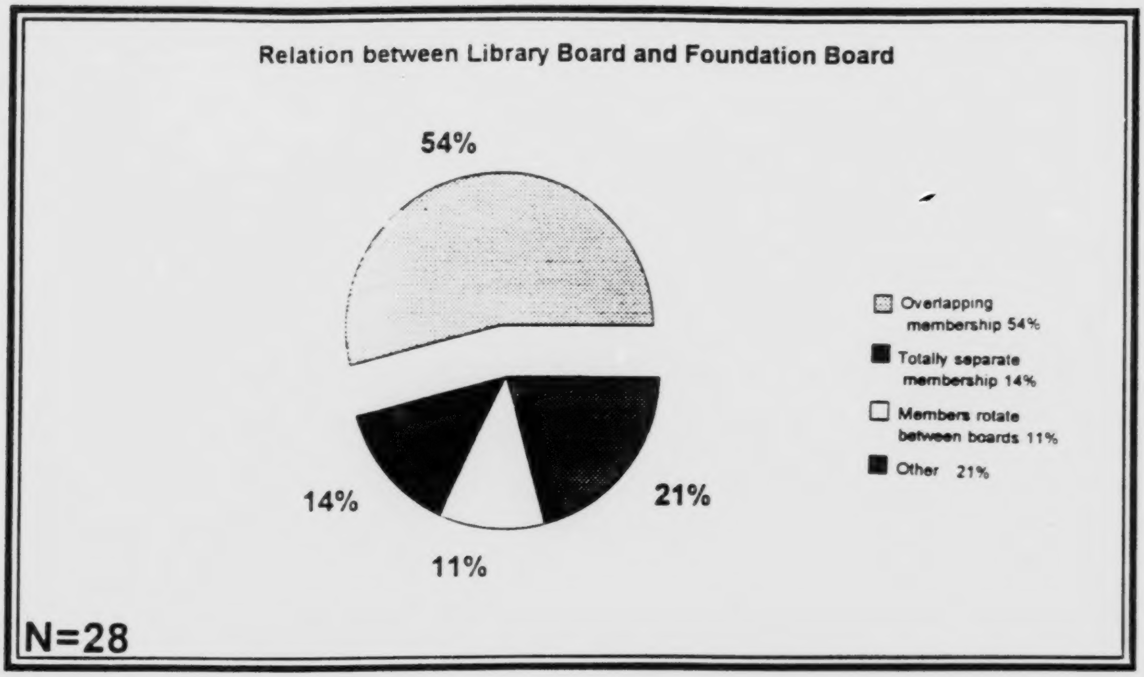

#1a. Does your library have a foundation?


#1b. Anticipate establishing a foundation?

V. Anticipated Establishment of Foundations



VI. Foundation Board / Library Board Membership



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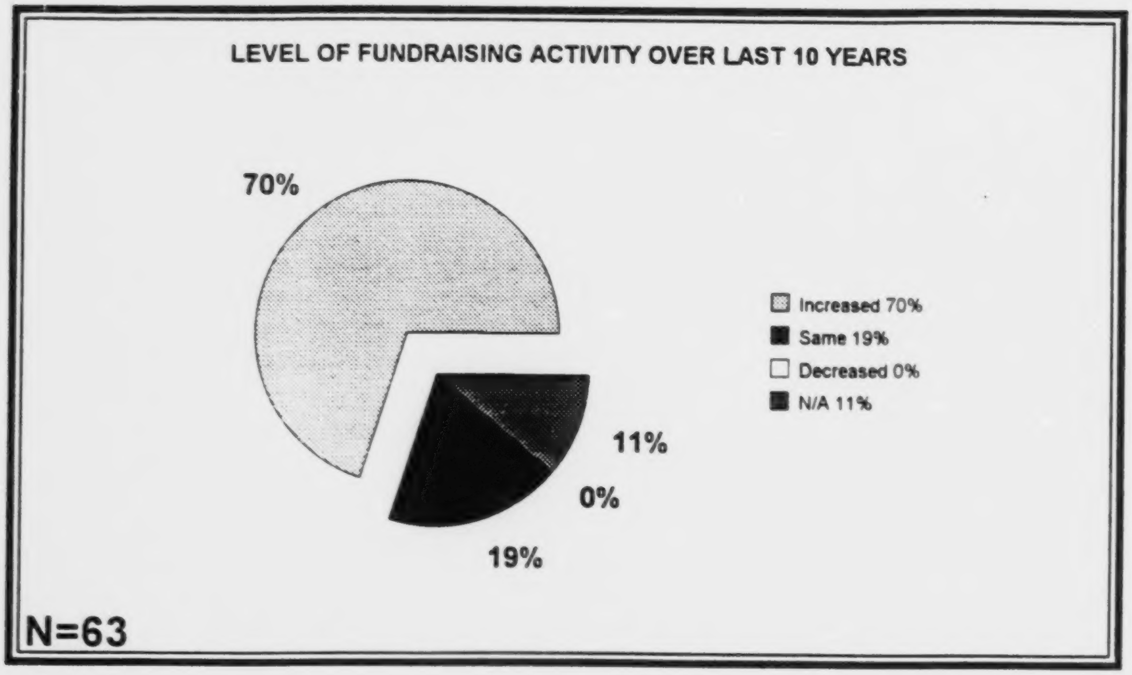
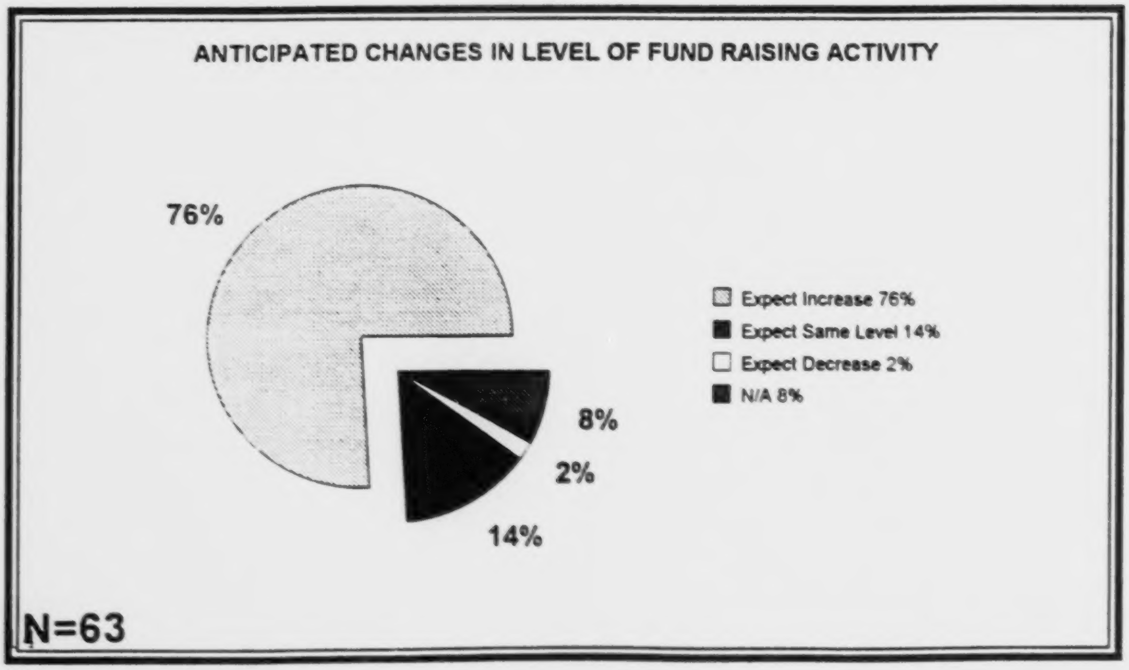
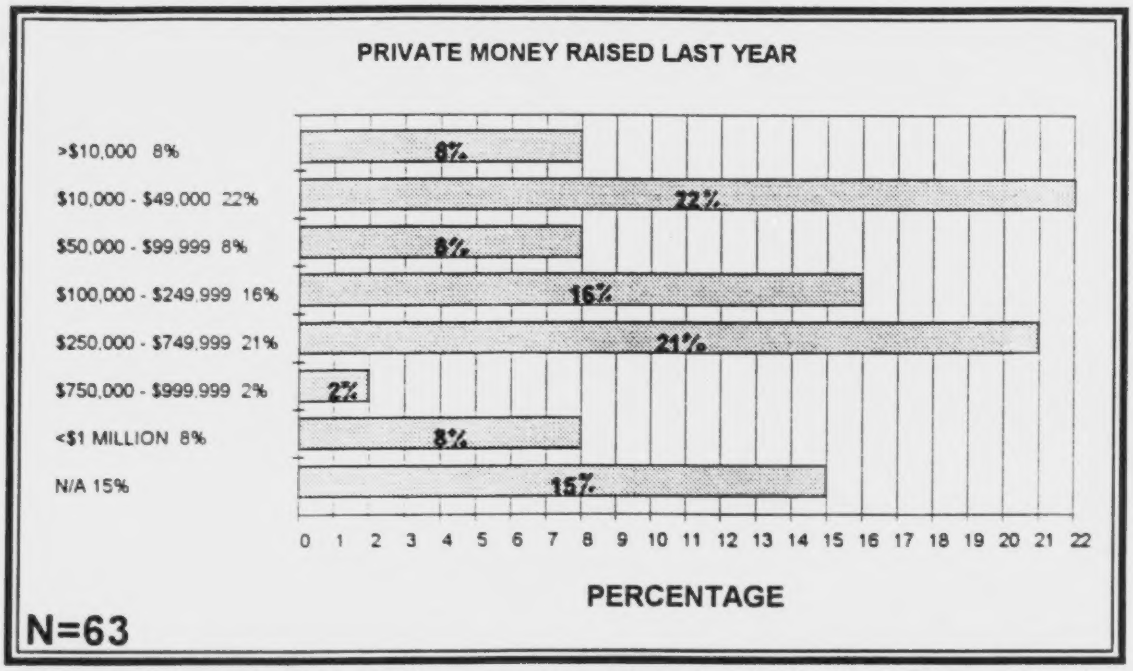
VII. Changes in Levels of Fund Raising Activity



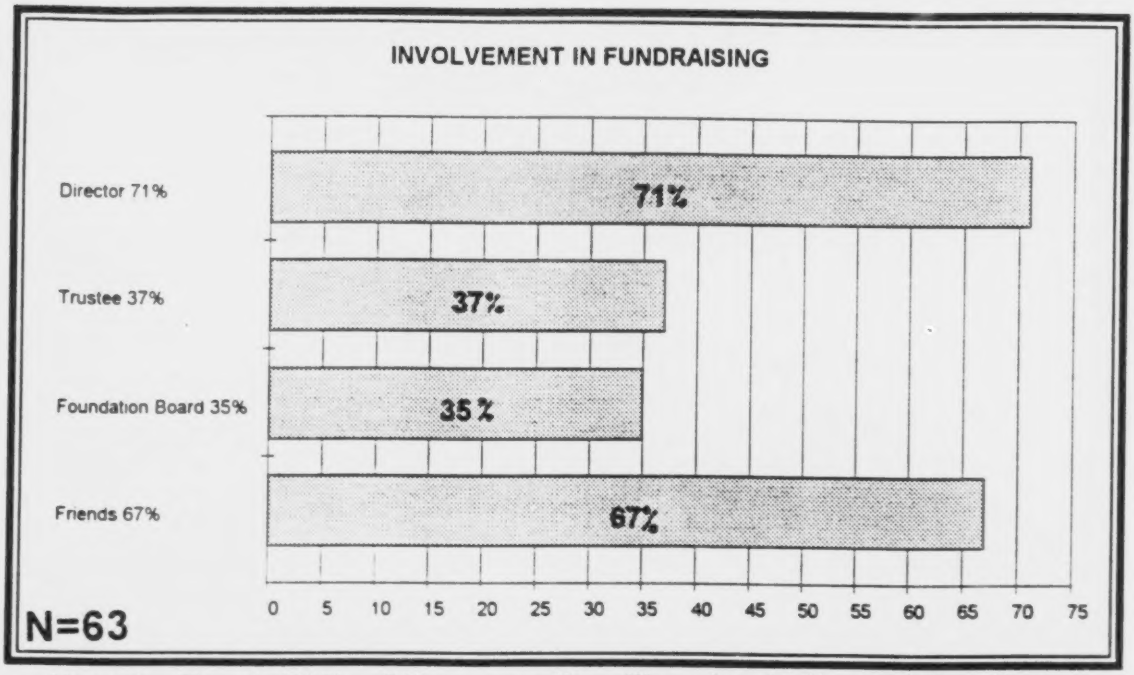


VIII. Private Money Raised By Reporting Libraries



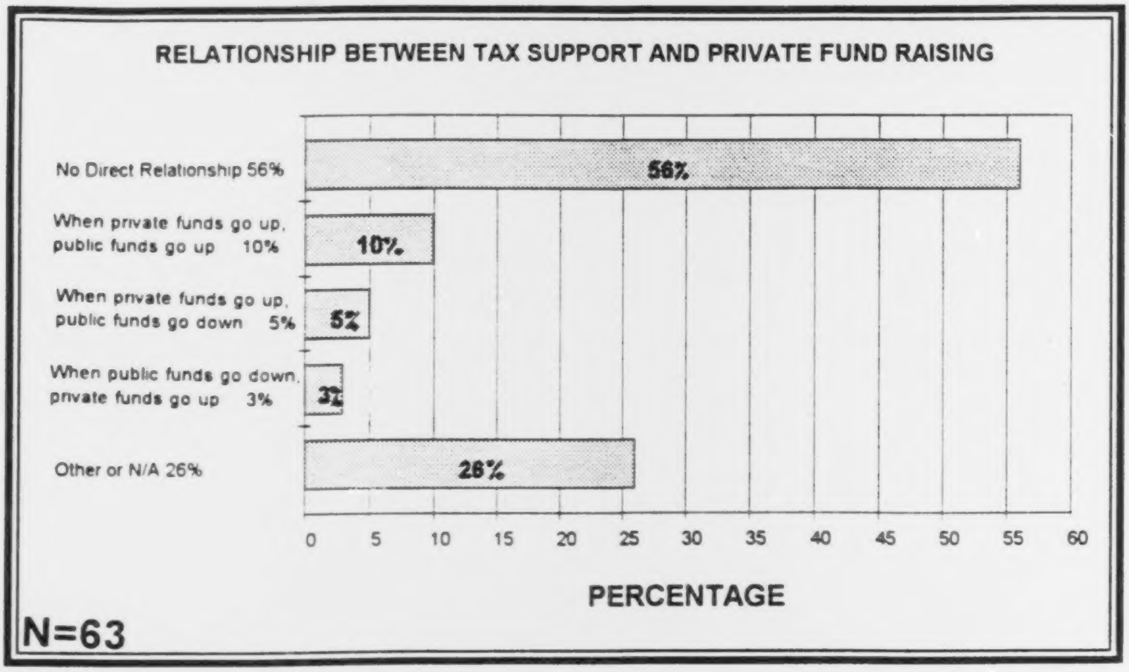
How to Read: 8% of the reporting libraries indicated they raised fewer than $10,000

IX. Who Raises Private Money for Libraries



How to Read: 71% of the reporting libraries indicated the library director was involved in private fund raising for the library

X. Tax Support and Private Fund Raising



Library Foundation Contacts

Library	Person	Phone
Allen County IN	Jeffrey Krull	219-424-7241
Atlanta-Fulton GA	Jennye Guy	404-730-1981
Baltimore County MD	Charles Robinson	410-887-6160
Boston MA	Karyn Wilson	617-864-7008
Broward County FL	Kay Harvey	305-357-4469
Buffalo-Erie Cnty NY	Carole Brevorka	716-858-6334
Chicago IL	Claire Oaks	312-747-4748
Davenport IA	Dave Howell	319-787-4440
Denver CO	Anne Randolph	303-640-8947
Eugene OR	Shelia Seitz	503-346-5131
Indianapolis-Marion Cnty	Danny Dean	317-269-1201
Jacksonville FL	Judy Williams	904-630-1996
Jefferson County CO	William Knott	303-232-7114
Kansas City MO	Mary Ann Van Vorren	816-221-2695
King County WA	Jeannette Trivat	266-450-2451
Louisville KY	Mike Bowles	502-574-1654
Memphis-Shelby Cnty TN	Jacquelyn Nerren	901-725-8870
Milwaukee WI	Monica Van Lieshout	414-286-8703
Free Lib of Phil PA	Elliot Shelkrot	215-686-5300
Queens Borough NY	Stanley Gornish	718-990-0848
Richland County SC	Harriet Woodham	803-924-3424
Rockford IL	Joel Rosenfeld	815-965-6731
St. Louis MO	Judith Simms	314-241-2288
San Antonio TX	Maria Cossio	210-225-4728
San Francisco CA	Martin Paley	415-391-5582
San Jose CA	Sara Scribner	408-277-4822
Toledo-Lucas Cnty OH	Gretchen Kincaid	419-259-5266
Topeka-Shawnee Cnty KS	David Leamon	913-231-0580

Friends of the Library Contacts

Library	Person	Phone
Allen County IN	Cheryl Hackworth	219-424-7241
Amarillo TX	Mary Kay Snell	806-378-3050
Arlington County VA	Jennifer Little	202-862-7970
Arlington Heights IL	Kathleen Balcolm	708-506-2610
Atlanta-Fulton GA	Charlene Shucker	404-730-1710
Baltimore County MD	Jean-Barry Molz	410-887-6121
Broward County FL	Sherry Lynch	305-357-7470
Buffalo-Erie Cnty NY	Michael Mahaney	716-858-7182
Carnegie Lib of Pittsbrg	Sara Oates	412-622-8871
Chicago IL	Thea Janus	312-474-4907
Cincinnati/Hmltn Cnty	Amy Banister	513-369-6961
Cleveland OH	Mary Scelsi	216-623-2821
Columbus OH	Carleen Sharpenberg	614-645-2800
Dallas TX	Susan Stahl	214-670-7811
Dayton/Mtgmry Cnty OH	Mark Willis	513-227-9500
DeKalb County GA	Julie Hunter	404-370-8450
Denver CO	Anne Randolph	303-640-8947
Des Moines IA	Cathy Cunningham	515-237-1333
East Baton Rouge LA	Kay James	504-766-4796
Enoch Pratt (Baltimore)	Mary Constantine	410-433-5783
Eugene OR	Carol Hildebrand	503-687-5454
Fresno CA	John Kallenberg	209-488-3185
Houston TX	Sue Abbot	713-247-2189
Jacksonville FL	Victoria Alexander	904-630-2416
Kansas City MO	Mary Ann Van Vooren	816-221-2695
King County WA	Jeanne Thorten	266-684-6606
Lake Lanier GA	Leah dee Kilgore	404-978-6572
Louisville KY	Cissy Mills	502-574-1655
Memphis/Shelby Cnty TN	Judy Card	901-725-8851
Metropolitan Lib Sys OK	Rita Gunter	405-848-1133
Milwaukee WI	Andrew Holman	414-271-1451
Minneapolis MN	Aileen Okerstrom	612-372-6667
Oakland CA	Terry Preston	510-444-0473
Omaha NE	Merrilee Miller	402-390-0890
Orange County FL	Laurie Murro	407-425-4694
Free Lib of Phil PA	Sheila Whitelaw-Ayers	215-567-4562
Phoenix AZ	Beth Schermer	602-262-5386
Providence RI	Shirley Long	401-455-8020
Queens Borough NY	Ray Nill	718-990-0848

Friends of the Library Contacts, Continued-------

Richland County SC	Harriet Woodham	803-924-3424
Rockford IL	Jode Lofgren	815-965-6731
St. Louis MO	Dee Harvill	314-539-0343
St. Paul MN	Peter Pearson	612-224-5463
Salt Lake City UT	Mary House	801-524-8231
San Antonio TX	Nancy Gandara	410-299-7790
San Diego CA	Betty Sherman	619-698-7999
San Francisco CA	Jane Winslow	415-557-4257
San Jose CA	Alison Landers	408-277-4822
Schaumburg IL	Robert Miller	708-882-3698
Spokane WA	Dolly Richendrfer	509-625-6778
Sunnyvale CA	Susan Denniston	408-730-7314
Toledo-Lucas Cnty OH	David Noel	419-259-5266
Topeka-Shawnee Cnty KS	Mary Dean Byard	913-231-0540
Yonkers NY	Carolyn Weiner	914-337-1500
Youngston-Mahong Cnty OH	Janet Loew	216-744-8636

Urban Libraries Council Frequent Fast Facts Survey

Section II.

Completed Surveys

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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

The intent of this Frequent Fast Facts Survey is to obtain a snapshot of current fund raising and financial development activities in member libraries. In addition to being inherently interesting, the data will be used in the ULC H.W. Wilson Foundation funded study on Private and Public Funding Issues for Public Libraries.

Library Name: ALLEN COUNTY PUBLIC LIBRARY

Name of Person Completing the Survey: JEFFREY R. KRULL

Phone Number: 219-424-7241 X2218 Fax Number: 219-422-9688 Date: 9/20/93

Population Served by Your Library: 301,010

1993 Operating Budget: $ 9,000,000 1993 Capital Budget: $ 2,500,000

******************************* INCLUDES BOOKS + MATERIALS

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☒ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☒ Collections
2 ☒ Special Projects
3 ☒ Children's Services
☐ Other
4 ☒ Capital expenditures
☐ Other

4. How much money is in the endowment today? $ 1,800,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 72,000

6. Approximately what percent of your endowment funds are restricted? 90 %

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 1984

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☒ Boards have totally differing memberships
☒ Other (specify) ONE LIBRARY TRUSTEE TYPICALLY SERVES ON 10-MEMB. FDN BOARD
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☒ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # 1 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: JEFFREY R. KRULL Phone: 219-424-7241 X2218

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 100
Board of Trustees	[✓ Yes] No	# 20
Foundation Board	[✓ Yes] No	# 60
Friends Groups	[✓ Yes] No	# 200

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 80,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☒ Annual campaigns
☒ Other (specify) PLANNING FOR DEFERRED GIF
SPECIAL PROJECTS

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 50,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: CHERYL HACKWORTH Phone: 219-424-7241 X2241

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
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Urban Libraries Council
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Evanston, IL 60201

URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: Amarillo Public Library

Name of Person Completing the Survey: Mary Kay Snell

Phone Number: 806-378-3050 Fax Number: 806-378-9327 Date: 9/20/93

Population Served by Your Library: 160,000

1993 Operating Budget: $ 2,234,228 1993 Capital Budget: $ 75,850

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

   1 ☐ Library Board
   2 ☐ Library Foundation Board
   3 ☐ Endowment Trustees
   ☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

   Operating Budget:
   1 ☐ Collections
   2 ☐ Special Projects
   3 ☐ Children's Services
   ☐ Other__________
   4 ☐ Capital expenditures
   ☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $__________

6. Approximately what percent of your endowment funds are restricted? __________ %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19________

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   1 ☐ 1 - 2 years
   2 ☐ 3 - 4 years
   3 ☐ 5 - 6 years
   4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

   1 ☐ Members frequently rotate from one board to the other
   2 ☐ Boards are identical in membership
   3 ☐ Boards have overlapping membership
   4 ☐ Boards have totally differing memberships
   ☐ Other (specify)__________
   5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

   1 ☐ Executive Director and/or staff is on Foundation payroll
   2 ☐ Executive Director and/or staff is on Library payroll.
   3 ☐ Library staff provide support as part of library duties.
   4 ☐ Volunteer staff
   5 ☐ No dedicated staff
   ☐ Other (specify)__________

4. What is the total FTE positions providing foundation support? #________________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________________ Phone: ______________________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [ ] Yes 2 [X] No

2. How has your level of fund raising activity changed over the past 10 years?

   1 [X] Increased 2 [ ] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

   1 [X] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	[✓ Yes]	No	# 1,000
Board of Trustees	[✓ Yes]	No	# 200
Foundation Board	Yes	No	#
Friends Groups	[✓ Yes]	No	# 2,000

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

   1 [ ] When private funds go up, public funds go down.
   2 [ ] When private funds go up, public funds go up.
   3 [X] No direct relationship
   4 [ ] Other (specify) ______________________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

   $ 20,000

7. Which of the following fund raising activities did your library engage in last year?

   1 [ ] Anniversary celebrations
   2 [ ] Planned giving
   3 [ ] Direct mail campaigns
   4 [ ] Annual campaigns
   [X] Other (specify) Book sales, sale of Reading Club promotional items

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [X] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

   $ 20,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Mary Kay Snell Phone: 806-378-3050

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.
Do not have these particular bylaws or policies.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: Arlington County Public Library, Arlington, Virginia

Name of Person Completing the Survey: Barbara Donnellan

Phone Number: 703 358-3345 **Fax Number:** 703 358-3863 **Date:** 9/22/93

Population Served by Your Library: 170,000

1993 Operating Budget: $ 8.2 million **1993 Capital Budget: $** -

****

Endowment Issues

1. **Does your library have an endowment?** ☐ Yes ☒ No (Please skip to "Foundation Issues")

2. **Who controls the funds from the endowment?**
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify)__________

3a. **Do you have formal/official guidelines on how your endowment money can be spent?** ☐ Yes ☐ No

b. **If "Yes," how can the money be used?**

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other__________

- ☐ Capital expenditures
- ☐ Other__________

4. **How much money is in the endowment today?** $__________

5. **How much money from the endowment was used by the library in the most recent fiscal year?**

   $__________

6. **Approximately what percent of your endowment funds are restricted?** __________%

Foundation Issues

1a. **Does your library have a foundation?** ☐ Yes ☒ No

b. **If "Yes," in what year was the foundation established?** 19________

c. **If "No," do you anticipate establishing a foundation within the next...**
(After answering, please skip to "General Fund Raising Issues")
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. **Which of the following statements best describes the relationship between the Foundation Board and the Library Board?**
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify)__________
   - ☐ Do not have a foundation board/library board

3. **Which of the following best describes how staff support is provided for your foundation?**
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? #__________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: __________ Phone: __________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☐ About the Same 3 ☒ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 0-5
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No]	#
Friends Groups	[✓ Yes] No	# 50

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) __________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 107,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) New Renovated Building.

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☑ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 40,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Jennifer Little Phone: (202) 862-7970

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
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URBAN LIBRARIES COUNCIL
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Library Name: Arlington Heights Memorial Library

Name of Person Completing the Survey: Kathleen Balcom

Phone Number: 708/506-2610 **Fax Number:** 708/506-2650 **Date:** 9/15/93

Population Served by Your Library: 76,462

1993 Operating Budget: $ 6,132,590 **1993 Capital Budget:** $ general: 34,550 automation: 137,000 building expansion: 9.1 Million

* *

Endowment Issues

1. Does your library have an endowment? ☐ Yes ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify) ____________

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - ☐ Collections
   - ☐ Special Projects
   - ☐ Children's Services
   - ☐ Other ____________
   - ☐ Capital expenditures
   - ☐ Other ____________

4. How much money is in the endowment today? $____________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$____________

6. Approximately what percent of your endowment funds are restricted? ________%

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☒ No

b. If "Yes," in what year was the foundation established? 19________

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   - ☐ 1 - 2 years
   - ☒ 3 - 4 years
   - ☐ 5 - 6 years
   - ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify) ____________
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll
   - ☐ Library staff provide support as part of library duties
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify) ____________

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4. What is the total FTE positions providing foundation support? # ________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________ Phone: ________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☒ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes [✓ No]	#
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No] NA	#
Friends Groups	Yes [✓ No]	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 9,330

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☒ Other (specify) Memorials c̄ commemorations program

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 40,000 (in gifts, not cash) Note: The Friends raise money for the Friends c̄ th make purchases for the Library based on staff requests. The Frien

3. Please provide the name and phone number for your Friends staff contact person.

Name: Kathleen Balcom Phone: 708/506-2610

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

also contributed approx. $18,000 to the citizens group establis to pass the Library's expansion referendu

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URBAN LIBRARIES COUNCIL
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Library Name: Atlanta-Fulton Public Library

Name of Person Completing the Survey: Ronald A. Dubberly, Director of Libraries

Phone Number: (404) 730-1972 Fax Number: (404) 730-1990 Date: 9/29/93

Population Served by Your Library: 682,490

1993 Operating Budget: $ 15,516,873 1993 Capital Budget: $ 6,560,954

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)____________________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☐ Collections
- 2 ☐ Special Projects
- 3 ☐ Children's Services
- ☐ Other____________________
- 4 ☐ Capital expenditures
- ☐ Other____________________

4. How much money is in the endowment today? $________________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$____________________

6. Approximately what percent of your endowment funds are restricted? ____________%

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 89

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- 1 ☐ 1 - 2 years
- 2 ☐ 3 - 4 years
- 3 ☐ 5 - 6 years
- 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☒ Boards have overlapping membership
   - 4 ☐ Boards have totally differing membership
   - ☐ Other (specify)____________________
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☒ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)____________________

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4. What is the total FTE positions providing foundation support? # 1 1/2 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Jennye E. Guy, Development Officer Phone: (404) 730-1981

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? [X] Yes [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

[X] Increased [ ] About the Same [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

[ ] Increase [X] About the Same [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 150
Board of Trustees	Yes [✓ No]	#
Foundation Board	[✓ Yes] No	# 48
Friends Groups	[✓ Yes] No	# 200 (annual book sale & preparation for it)

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

[ ] When private funds go up, public funds go down.
[ ] When private funds go up, public funds go up.
[X] No direct relationship
[ ] Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 700,000+ (for NEH campaign)

7. Which of the following fund raising activities did your library engage in last year?

[ ] Anniversary celebrations
[ ] Planned giving
[ ] Direct mail campaigns
[ ] Annual campaigns
[X] Other (specify) special campaign to match NEH gra

Friends Groups

1. Does your library have a "Friends of the Library" group? [X] Yes [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 17,500 - 1992; $9,300 - 1993 thus far

3. Please provide the name and phone number for your Friends staff contact person.

Name: Charlene Shucker, Executive Director Phone: (404) 730-1710

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws - enclosed
b) Policies on use of private and general funds money - being developed
c) Policies on gifts - being developed

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Library Name: Baltimore County Public Library

Name of Person Completing the Survey: Kenna Forsyth, Warren Fewster

Phone Number: 410-887-6160 Fax Number: 410-887-6103 Date: 9/17/93

Population Served by Your Library: 703,034

1993 Operating Budget: $ 20,964,830 1993 Capital Budget: $ 351,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other__________
4 ☐ Capital expenditures
☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 90

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*

1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☒ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)__________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☒ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)__________

4. What is the total FTE positions providing foundation support? # 0 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Charles W. Robinson Phone: 410-887-6160

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	#
Board of Trustees	Yes	No	#
Foundation Board	Yes	No	#
Friends Groups	Yes	No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 10,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☒ Other (specify) one-on-one foundation/ business approach

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$12,000 Towson; $3,165 Catonsville; $1,000 Hereford

3. Please provide the name and phone number for your Friends staff contact person.

Name: Jean-Barry Molz Phone: 410-887-6121

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws - enclosed
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: Boston Public Library

Name of Person Completing the Survey: Arthur Curley

Phone Number: 617-536-5400 Fax Number: 617-236-4306 Date: 9/17/93

Population Served by Your Library: 600,000 (city), 4,500,000 (metro area)

1993 Operating Budget: $ 31,000,000 1993 Capital Budget: $ 12,000,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

   1 ☒ Library Board
   2 ☐ Library Foundation Board
   3 ☐ Endowment Trustees
   ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b. If "Yes," how can the money be used?

   Operating Budget:
   1 ☒ Collections
   2 ☒ Special Projects
   3 ☐ Children's Services
   ☐ Other
   4 ☒ Capital expenditures
   ☐ Other

4. How much money is in the endowment today? $ 25,000,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 2,000,000

6. Approximately what percent of your endowment funds are restricted? 65 %

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 1992

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*

   1 ☐ 1 - 2 years
   2 ☐ 3 - 4 years
   3 ☐ 5 - 6 years
   4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

   1 ☐ Members frequently rotate from one board to the other
   2 ☐ Boards are identical in membership
   3 ☒ Boards have overlapping membership
   4 ☐ Boards have totally differing memberships
   ☐ Other (specify)
   5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

   1 ☒ Executive Director and/or staff is on Foundation payroll
   2 ☐ Executive Director and/or staff is on Library payroll.
   3 ☐ Library staff provide support as part of library duties.
   4 ☐ Volunteer staff
   5 ☐ No dedicated staff
   ☐ Other (specify)

4. What is the total FTE positions providing foundation support? # 3 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Karyn Wilson Phone: 617: 464-7008

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☒ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 200
Board of Trustees	[✓ Yes] No	# 500
Foundation Board	[✓ Yes] No	# 1000
Friends Groups	[✓ Yes] No	# 100

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 6,000,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☒ Anniversary celebrations
2 ☐ Planned giving
3 ☒ Direct mail campaigns
4 ☒ Annual campaigns
☐ Other (specify) ______

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 4,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: — Phone: (617) 323-6288 [illegible]

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: Brooklyn Public Library

Name of Person Completing the Survey: Ellen Rudley

Phone Number: 718/780-7758 Fax Number: 718/399-0985 Date: 09/29/93

Population Served by Your Library: 2.3 million

1993 Operating Budget: $42,124,258 1993 Capital Budget: $______

* *

Endowment Issues

1. Does your library have an endowment? -1 ☒ Yes -2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

-1 ☒ Library Board
-2 ☐ Library Foundation Board
-3 ☐ Endowment Trustees
☐ Other (specify)______

3a. Do you have formal/official guidelines on how your endowment money can be spent? -1 ☒ Yes -2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
-1 ☒ Collections
-2 ☐ Special Projects
-3 ☐ Children's Services
☐ Other______
-4 ☐ Capital expenditures
☐ Other______

4. How much money is in the endowment today? $ 1,649,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 23,654

6. Approximately what percent of your endowment funds are restricted? 95 %

Foundation Issues

1a. Does your library have a foundation? -1 ☒ Yes -2 ☐ No

b. If "Yes," in what year was the foundation established? 1989

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
-1 ☐ 1 - 2 years
-2 ☐ 3 - 4 years
-3 ☐ 5 - 6 years
-4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

-1 ☐ Members frequently rotate from one board to the other
-2 ☐ Boards are identical in membership
-3 ☐ Boards have overlapping membership
-4 ☐ Boards have totally differing memberships
☐ Other (specify)______
-5 ☒ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

-1 ☐ Executive Director and/or staff is on Foundation payroll
-2 ☐ Executive Director and/or staff is on Library payroll.
-3 ☐ Library staff provide support as part of library duties.
-4 ☐ Volunteer staff
-5 ☒ No dedicated staff
☐ Other (specify)______

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4. What is the total FTE positions providing foundation support? # NA FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: NA Phone: NA

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [X] Yes 2 [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

1 [x] Increased 2 [ ] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 [x] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	#
Board of Trustees	Yes	No	#
Foundation Board	Yes	No	#
Friends Groups	[✓ Yes]	No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 [ ] When private funds go up, public funds go down.
2 [ ] When private funds go up, public funds go up.
3 [ ] No direct relationship
4 [ ] Other (specify) have no statistics to measure .

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 340,549.85

7. Which of the following fund raising activities did your library engage in last year?

1 [ ] Anniversary celebrations
2 [ ] Planned giving
3 [x] Direct mail campaigns
4 [ ] Annual campaigns
[ ] Other (specify) Foundation grants

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [x] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 11,540.09

3. Please provide the name and phone number for your Friends staff contact person.

Name: Position vacant at this time Phone: contact Ellen Rudley 718/780-7758

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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END

URBAN LIBRARIES COUNCIL
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Library Name: Broward County Libraries

Name of Person Completing the Survey: Jean R. Anderson

Phone Number: 305-357-5995 Fax Number: 305-357-7399 Date: 9-29-93

Population Served by Your Library: 1,322,044

1993 Operating Budget: $ 25,255,196 1993 Capital Budget: $ 3,078,050

* *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

- ☐ Library Board
- ☐ Library Foundation Board
- ☒ Endowment Trustees
- ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☒ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other
- ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ Please see #5

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ All interest accrues to the Foundation for general and restricted projects.

6. Approximately what percent of your endowment funds are restricted? 50 %

Foundation Issues

1a. Does your library have a foundation? ☒ Yes ☐ No

b. If "Yes," in what year was the foundation established? 19 82

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

- ☐ Members frequently rotate from one board to the other
- ☐ Boards are identical in membership
- ☐ Boards have overlapping membership
- ☐ Boards have totally differing memberships
- ☒ Other (specify) Friends & Advisory Board Chairman sit on the Foundation Board.
- ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

- ☒ Executive Director and/or staff is on Foundation payroll
- ☐ Executive Director and/or staff is on Library payroll.
- ☒ Library staff provide support as part of library duties.
- ☐ Volunteer staff
- ☐ No dedicated staff
- ☐ Other (specify)

4. What is the total FTE positions providing foundation support? # 3 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Kay Harvey, Executive Director Phone: 305-357-4469

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years? But Foundation does all fund raising

☐ Increased ☐ About the Same ☐ Decreased n/a

3. How do you expect the level of fund raising activity to change over the next 5-10 years? n/a

☐ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	[✓ Yes]	No	# 5%
Board of Trustees	Yes	No	#
Foundation Board	[✓ Yes]	No	# 10%
Friends Groups	[✓ Yes]	No	# 15%

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☒ No direct relationship
☐ Other (specify)

6. Approximately how much private money did your ~~library~~ Foundation raise last year? (Do not count fines and fees.)

$

7. Which of the following fund raising activities did your ~~library~~ Foundation engage in last year?

☐ Anniversary celebrations
☒ Planned giving
☒ Direct mail campaigns
☒ Annual campaigns
☒ Other (specify) Special events
Corporate sponsorships

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 200,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Sherry Lynch Phone: 305-357-7470

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money enclosed
c) Policies on gifts

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Library Name: Buffalo & Erie County Public Library

Name of Person Completing the Survey: Donald H. Cloudsley

Phone Number: 716-858-7179 Fax Number: 716-858-6211 Date: 9/21/93

Population Served by Your Library: 968,584

1993 Operating Budget: $ 19,685,512 1993 Capital Budget: $ 1,000,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - 1 ☐ Collections
   - 2 ☐ Special Projects
   - 3 ☐ Children's Services
   - ☐ Other
   - 4 ☐ Capital expenditures
   - ☐ Other

4. How much money is in the endowment today? $

5. How much money from the endowment was used by the library in the most recent fiscal year?

$

6. Approximately what percent of your endowment funds are restricted? %

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 92

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☒ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☒ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)

4. What is the total FTE positions providing foundation support? # 1.5 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Mrs. Carole E. Brevorka Phone: 716-858-6334

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	#
Board of Trustees	Yes	No	#
Foundation Board	Yes	No	#
Friends Groups	Yes	No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 41,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ______

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 7250

3. Please provide the name and phone number for your Friends staff contact person.

Name: Michael C. Mahaney Phone: 716-858-7182

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: The Carnegie Library of Pittsburgh

Name of Person Completing the Survey: Robert B. Croneberger

Phone Number: (412) 622·3100 Fax Number (412) 622·6278 **Date:** 9·27·93

Population Served by Your Library: ______

1993 Operating Budget: $ 14,321,127 1993 Capital Budget: $ 280,000

* *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☒ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify) ______

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☒ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - ☒ Collections
   - ☐ Special Projects
   - ☐ Children's Services
   - ☐ Other ______
   - ☐ Capital expenditures
   - ☐ Other ______

4. How much money is in the endowment today? $ 4,693,999

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 202,288

6. Approximately what percent of your endowment funds are restricted? 66 %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - ☒ 1 - 2 years
   - ☐ 3 - 4 years
   - ☐ 5 - 6 years
   - ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify) ______
   - ☐ Do not have a foundation board library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll
   - ☐ Library staff provide support as part of Library duties
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify) ______

4. What is the total FTE positions providing foundation support? # ____________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ____________ Phone: ____________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# ____
Board of Trustees	[✓ Yes] No	# ____
Foundation Board	Yes No	# ____
Friends Groups	[✓ Yes] No	# ____

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship yet.
4 ☐ Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 21,225

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☒ Other (specify) ____________

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 29,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Sara Oates Phone: (412) 622-8871

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
The deadline is September 30, 1993.
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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: The Chicago Public Library

Name of Person Completing the Survey: Claire Oaks, Director, Program Development/Foundation Relations

Phone Number: 312-7474748 Fax Number: 312-7474077 Date: 9/27/93

Population Served by Your Library: 3,783,726

1993 Operating Budget: $ 67,138,000 1993 Capital Budget: $ 13,919,000

* *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

   ☐ Library Board
   ☒ Library Foundation Board
   ☐ Endowment Trustees
   ☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☒ Yes ☐ No

b. If "Yes," how can the money be used?

   Operating Budget:
   ☒ Collections
   ☒ Special Projects
   ☐ Children's Services
   ☐ Other__________
   ☐ Capital expenditures
   ☐ Other__________

4. How much money is in the endowment today? $ 7,663,582

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ $150,000

6. Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

1a. Does your library have a foundation? ☒ Yes ☐ No

b. If "Yes," in what year was the foundation established? 1986

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

   ☐ 1 - 2 years
   ☐ 3 - 4 years
   ☐ 5 - 6 years
   ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

   ☐ Members frequently rotate from one board to the other
   ☐ Boards are identical in membership
   ☒ Boards have overlapping membership
   ☐ Boards have totally differing memberships
   ☐ Other (specify)__________
   ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

   * ☐ Executive Director and/or staff is on Foundation payroll
   ☐ Executive Director and/or staff is on Library payroll.
   ☒ Library staff provide support as part of library duties.
   ☐ Volunteer staff
   ☐ No dedicated staff
   ☐ Other (specify)__________

* Foundation also works with a private fundraising consulting firm.

4. What is the total FTE positions providing foundation support? # 2 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Claire Oaks, Director, Program Development/Foundation Relations Phone: 312-747-4743

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [X] Yes 2 [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

1 [X] Increased 2 [ ] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 [X] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# 600
Board of Trustees	[✓ Yes]	No	# 60
Foundation Board	[✓ Yes]	No	# 240
Friends Groups	[✓ Yes]	No	# 100

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 [X] When private funds go up, public funds go down.
2 [ ] When private funds go up, public funds go up.
3 [ ] No direct relationship
4 [ ] Other (specify) __________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 1,650,856

7. Which of the following fund raising activities did your library engage in last year?

1 [ ] Anniversary celebrations
2 [ ] Planned giving
3 [X] Direct mail campaigns
4 [ ] Annual campaigns
[X] Other (specify) Major Gifts Campaign

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [x] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 20,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Thea Janus, Administrator Phone: 312-474-4907

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: The Public Library of Cincinnati and Hamilton County

Name of Person Completing the Survey: Robert D. Stonestreet, Director/Clerk-Treasurer

Phone Number: 513-369-6972 Fax Number: 513-369-6993 Date: 9/30/93

Population Served by Your Library: 866,228

1993 Operating Budget: $ 35,798,256 1993 Capital Budget: $ 4,711,966

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)____________________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other____________________

4 ☐ Capital expenditures
☐ Other____________________

How much money is in the endowment today? $________________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$____________________

6. Approximately what percent of your endowment funds are restricted? ____________%

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19________

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

Within the next 4 years.

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)____________________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)____________________

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4. What is the total FTE positions providing foundation support? #________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________ Phone: ________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	#
Board of Trustees	Yes	No	#
Foundation Board	Yes	No	#
Friends Groups	Yes	No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 0

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did ~~your~~ library receive from the Friends Group(s) in the most recent fiscal year?

$ 35,666

3. Please provide the name and phone number for your Friends staff contact person.

Name: Ms. Amy Banister, Head, Public Relations Phone: 513-369-6961

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Cleveland Public Library

Name of Person Completing the Survey: Joan L. Tomkins

Phone Number: (216) 623-2844 Fax Number: (216) 623-2852 Date: 9/28/93

Population Served by Your Library: 500,000

1993 Operating Budget: $ 35,300,000 1993 Capital Budget: $ 94,000,000 (Main Library Construction)

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☒ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify) ____________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☒ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other ____________
4 ☐ Capital expenditures
☐ Other ____________

4. How much money is in the endowment today? $ 3,740,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 237,000

6. Approximately what percent of your endowment funds are restricted? 63 %

Foundation Issues

1a Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19____

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify) ____________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify) ____________

4. What is the total FTE positions providing foundation support? #________________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________ Phone: ______________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [X] Yes Limited 2 [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

1 [ ] Increased 2 [X] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 [X] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	#15%
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes No	#---
Friends Groups	[✓ Yes] No	#100%

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 [ ] When private funds go up, public funds go down.
2 [ ] When private funds go up, public funds go up.
3 [X] No direct relationship
4 [ ] Other (specify) ______________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 217,000 - 37,000 Friends = 180,000

7. Which of the following fund raising activities did your library engage in last year?

1 [X] Anniversary celebrations
2 [ ] Planned giving
3 [X] Direct mail campaigns
4 [ ] Annual campaigns
[X] Other (specify) Programs in conjunction with Friends Group

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [X] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 37,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Mary Scelsi/Nancy Dwyer Phone: (216) 623-2821

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Columbus Metropolitan Library

Name of Person Completing the Survey: Elisabeth Dilz, Development Coordinator

Phone Number: (614) 645-2800 Fax Number: (614) 645-2050 Date: 10/1/93

Population Served by Your Library: 708,582

1993 Operating Budget: $ 27,448,503 1993 Capital Budget: $ 11,930,001

* *

Endowment Issues

1. Does your library have an endowment? .1 ☒ Yes .2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

.1 ☐ Library Board
.2 ☐ Library Foundation Board
.3 ☐ Endowment Trustees
☒ Other (specify) administered by our community foundation, The Columbus Foundation

3a. Do you have formal/official guidelines on how your endowment money can be spent? .1 ☐ Yes .2 ☒ No

b. If "Yes," how can the money be used?

Operating Budget:
.1 ☐ Collections
.2 ☐ Special Projects
.3 ☐ Children's Services
☐ Other

.4 ☐ Capital expenditures
☐ Other

4. How much money is in the endowment today? $ 123,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ -0-

6. Approximately what percent of your endowment funds are restricted? 40 %

Foundation Issues

1a. Does your library have a foundation? .1 ☐ Yes .2 ☐ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*

.1 ☐ 1 - 2 years
.2 ☐ 3 - 4 years
.3 ☐ 5 - 6 years
.4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

.1 ☐ Members frequently rotate from one board to the other
.2 ☐ Boards are identical in membership
.3 ☐ Boards have overlapping membership
.4 ☐ Boards have totally differing memberships
☐ Other (specify)
.5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

.1 ☐ Executive Director and/or staff is on Foundation payroll
.2 ☐ Executive Director and/or staff is on Library payroll.
.3 ☐ Library staff provide support as part of library duties.
.4 ☐ Volunteer staff
.5 ☐ No dedicated staff
☐ Other (specify)

4. What is the total FTE positions providing foundation support? #__________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: __________ Phone: __________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [X] Yes 2 [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

1 [X] Increased 2 [ ] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 [X] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	[✓ Yes]	No	# 40
Board of Trustees	[✓ Yes]	No	# 100
Foundation Board	Yes	[✓ No]	#
Friends Groups	[✓ Yes]	No	# 1040
✓Library Development Coord. (1 full time person)			# 2080

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 [ ] When private funds go up, public funds go down.
2 [ ] When private funds go up, public funds go up.
3 [X] No direct relationship
4 [ ] Other (specify) __________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 150,000

7. Which of the following fund raising activities did your library engage in last year?

1 [ ] Anniversary celebrations
3 [ ] Planned giving
4 [X] Direct mail campaigns
4 [X] Annual campaigns
[X] Other (specify) corporate sponsorship of programs

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [X] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 13,700

3. Please provide the name and phone number for your Friends staff contact person.

Name: Carleen Sharpenberg Phone: (614) 645-2800

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Dallas Public Library

Name of Person Completing the Survey: Andrea Harris

Phone Number: (214) 670-7811 Fax Number: (214) 670-7839 Date: 9/30/93

Population Served by Your Library: 1,006,817

1993 Operating Budget: $ 14,207,596 1993 Capital Budget: $ 575,100

* *

Endowment Issues

1. Does your library have an endowment? ☑ Yes ☐ No (Please skip to Foundation Issues)
2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☑ Other (specify) City Manager

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☑ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other
- ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 3,470,000 Principal came from sale of old central library building.

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 451,000

Endowment fund moneys used to replace tax dollars in library budget.

6. Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☑ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? #____________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ____________ Phone: ____________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☑ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☑ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☑ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	[✓ Yes]	No	# 10/1992-93
Board of Trustees	Yes	No	#
Foundation Board	Yes	No	#
Friends Groups	[✓ Yes]	No	# 150/1992-93

Anticipate increased fundraising in 1994-for a computer system.

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☒ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 437,475 most from interest on donations more than 10 years old

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☑ Other (specify) memorial/gift program

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☑ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 63,723

3. Please provide the name and phone number for your Friends staff contact person.

Name: Susan Stahl Phone: (214)

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Davenport Public Library

Name of Person Completing the Survey: Kay K. Runge

Phone Number: (319) 326-7841   Fax Number: (319) 326-7809   Date: 9/17/93

Population Served by Your Library: 95,333

1993 Operating Budget: $ 1,816,634   1993 Capital Budget: $ 130,000

* *

Endowment Issues

1. Does your library have an endowment?   1 ☒ Yes   2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

   1 ☐ Library Board   3 ☐ Endowment Trustees
   2 ☒ Library Foundation Board   ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent?   1 ☒ Yes   2 ☐ No

b. If "Yes," how can the money be used?

   Operating Budget:
   1 ☒ Collections
   2 ☒ Special Projects
   3 ☒ Children's Services
   ☐ Other
   4 ☒ Capital expenditures
   ☐ Other

4. How much money is in the endowment today? $ 580,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 30,000

6. Approximately what percent of your endowment funds are restricted?   only can spend interest and 5% of that put ~~in endowment to~~ hedge against inflation

Foundation Issues

1a. Does your library have a foundation?   1 ☒ Yes   2 ☐ No

b. If "Yes," in what year was the foundation established?   19 83

c. If "No," do you anticipate establishing a foundation within the next...
   (After answering, please skip to "General Fund Raising Issues")
   1 ☐ 1 - 2 years
   2 ☐ 3 - 4 years
   3 ☐ 5 - 6 years
   4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

   1 ☐ Members frequently rotate from one board to the other
   2 ☐ Boards are identical in membership
   3 ☒ Boards have overlapping membership
   4 ☐ Boards have totally differing memberships
   ☐ Other (specify)
   5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

   1 ☐ Executive Director and/or staff is on Foundation payroll
   2 ☐ Executive Director and/or staff is on Library payroll
   3 ☒ Library staff provide support as part of library duties. partial
   4 ☒ Volunteer staff
   5 ☐ No dedicated staff
   ☐ Other (specify)

4. What is the total FTE positions providing foundation support? # 0 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Dave Howell, President Phone: 787-4440

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 100
Board of Trustees	Yes [✓ No]	#
Foundation Board	[✓ Yes] No	#
Friends Groups	Yes No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☒ Other (specify) agreement with city that tax support will not diminish and regular increases will continue

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☒ Direct mail campaigns
4 ☒ Annual campaigns
☐ Other (specify)

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No
combined with Foundation

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$

3. Please provide the name and phone number for your Friends staff contact person.

Name: Phone:

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

✓ a) Foundation bylaws
✓ b) Policies on use of private and general funds money
✓ c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: DAYTON + MONTGOMERY COUNTY PUBLIC LIBRARY

Name of Person Completing the Survey: JOHN S. WALLACH

Phone Number: 513-227-9500 Fax Number: 513-227-9539 Date: 9-17-93

Population Served by Your Library: 573,809

1993 Operating Budget: $14,400,000 1993 Capital Budget: $580,000

* *

Endowment Issues

1. Does your library have an endowment? ☑ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

☑ Library Board
☐ Library Foundation Board
☐ Endowment Trustees
☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☑ No

b. If "Yes," how can the money be used?

Operating Budget:
☐ Collections
☐ Special Projects
☐ Children's Services
☐ Other
☐ Capital expenditures
☐ Other

4. How much money is in the endowment today? $225,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$50

6. Approximately what percent of your endowment funds are restricted? 90 %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☑ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
☐ 1 - 2 years
☐ 3 - 4 years
☐ 5 - 6 years
NO ☑ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

☐ Members frequently rotate from one board to the other
☐ Boards are identical in membership
☐ Boards have overlapping membership
☐ Boards have totally differing memberships
☐ Other (specify)
☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

☐ Executive Director and/or staff is on Foundation payroll
☐ Executive Director and/or staff is on Library payroll.
☐ Library staff provide support as part of library duties.
☐ Volunteer staff
☐ No dedicated staff
☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # ____________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ____________________ Phone: ____________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☑ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☑ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☑ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# ______
Board of Trustees	Yes	No	# ______
Foundation Board NA	Yes	No	# ______
Friends Groups	[✓ Yes]	No	# ______

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☑ No direct relationship
4 ☐ Other (specify) ____________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 4,800

7. Which of the following fund raising activities did your library engage in last year? NONE

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ____________________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☑ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 1,200

3. Please provide the name and phone number for your Friends staff contact person.

Name: MARK WILLIS Phone: 513-227-9500

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: DeKalb County Public Library

Name of Person Completing the Survey: Alice Smith

Phone Number: (404) 370-8450 Fax Number: (404) 370-8469 Date: 9/29/93

Population Served by Your Library: 564,681

1993 Operating Budget: $ 8,498,567.80 1993 Capital Budget: $ 2,273,221.07

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other__________
4 ☐ Capital expenditures
☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19________

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
1 ☒ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)__________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? #________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________ Phone: ________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years? N/A

1 ☐ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	#
Board of Trustees	Yes	No	#
Foundation Board	Yes	No	#
Friends Groups	Yes	No	# 3,800

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

N/A
1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$________

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 11,657.68

3. Please provide the name and phone number for your Friends staff contact person.

Name: Julie Hunter Phone: (404) 370-8450

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.
N/A
a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Public Library of Des Moines

Name of Person Completing the Survey: Dorothy Slick

Phone Number: 515-283-4152 Fax Number: 515-283-4503 Date: 9-16-93

Population Served by Your Library: 193,187

1993 Operating Budget: $ 4,562,772 1993 Capital Budget: $ 150,000 capital improvements

* * *

Endowment Issues

1. Does your library have an endowment? ☐ Yes ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

☐ Library Board
☐ Library Foundation Board
☐ Endowment Trustees
☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
☐ Collections
☐ Special Projects
☐ Children's Services
☐ Other__________
☐ Capital expenditures
☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________ %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☒ No See Friends section.

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

☐ 1 - 2 years
☐ 3 - 4 years
☐ 5 - 6 years
☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

☐ Members frequently rotate from one board to the other
☐ Boards are identical in membership
☐ Boards have overlapping membership
☐ Boards have totally differing memberships
☐ Other (specify)__________
☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

☐ Executive Director and/or staff is on Foundation payroll
☐ Executive Director and/or staff is on Library payroll.
☐ Library staff provide support as part of library duties.
☐ Volunteer staff
☐ No dedicated staff
☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? #________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________ Phone: ________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? -1 ☒ Yes -2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

-1 ☐ Increased -2 ☒ About the Same -3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

-1 ☐ Increase -2 ☒ About the Same -3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 150
Board of Trustees	[✓ Yes] No	# 50
Foundation Board	Yes No	#
Friends Groups	[✓ Yes] No	# 1600

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

-1 ☐ When private funds go up, public funds go down
-2 ☐ When private funds go up, public funds go up
-3 ☒ No direct relationship
-4 ☐ Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 69,144

7. Which of the following fund raising activities did your library engage in last year?

-1 ☐ Anniversary celebrations
-2 ☐ Planned giving
-3 ☒ Direct mail campaigns
-4 ☒ Annual campaigns
☐ Other (specify) ________

Friends Groups

1. Does your library have a "Friends of the Library" group? -1 ☒ Yes -2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 35,819

3. Please provide the name and phone number for your Friends staff contact person.

Name: Cathy Cunningham Phone: 515-237-1333

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: DENVER PUBLIC LIBRARY

Name of Person Completing the Survey: RICK ASHTON

Phone Number: 303 640-8890 Fax Number: 303 595-3034 Date: 30 SEPT 93

Population Served by Your Library: 500,000

1993 Operating Budget: $ 15,450,000 1993 Capital Budget: $ 93,000,000

* *

Endowment Issues

1. Does your library have an endowment? 1☒ Yes 2☐ No (Please skip to "Foundation Issues")
2. Who controls the funds from the endowment?
   - 1☐ Library Board
   - 2☒ Library Foundation Board
   - 3☐ Endowment Trustees
   - ☒ Other (specify) TRUSTEES OF ESTATE

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1☒ Yes 2☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1☒ Collections
- 2☒ Special Projects
- 3☒ Children's Services
- ☒ Other SUPPLEMENT, NOT REPLACE TAXES

- 4☒ Capital expenditures
- ☒ Other SUPPLEMENT, NOT RE

4. How much money is in the endowment today? $ 3,292,000
5. How much money from the endowment was used by the library in the most recent fiscal year? $ 282,000
6. Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

1a. Does your library have a foundation? 1☒ Yes 2☐ No

b. If "Yes," in what year was the foundation established? 1964

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
- 1☐ 1 - 2 years
- 2☐ 3 - 4 years
- 3☐ 5 - 6 years
- 4☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1☒ Members frequently rotate from one board to the other
   - 2☐ Boards are identical in membership
   - 3☒ Boards have overlapping membership
   - 4☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - 5☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☒ Executive Director and/or staff is on Foundation payroll
   - ☒ Executive Director and/or staff is on Library payroll.
   - 3☒ Library staff provide support as part of library duties.
   - 4☐ Volunteer staff
   - 5☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # 2.8 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ANNE RANDOLPH Phone: 303 640-8947

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 300
Board of Trustees	[✓ Yes] No	# 100
Foundation Board	[✓ Yes] No	# 1000
Friends Groups	[✓ Yes] No	# 5000

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 666,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☒ Direct mail campaigns
4 ☒ Annual campaigns
☒ Other (specify) DINNER, AUTHOR SERIES BOOK SALES

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 236,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: ANNE RANDOLPH Phone: 303 640-8947

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

[✓ a)] Foundation bylaws
[✓ b)] Policies on use of private and general funds money
[✓ c)] Policies on gifts

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Library Name: East Baton Rouge Parish Library

Name of Person Completing the Survey: Trudy Jaques, Assistant Director

Phone Number: 504-389-3360 Fax Number: 504-389-5284 Date: 9/25/93

opulation Served by Your Library: 390,763

993 Operating Budget: $ 8,166,440 1993 Capital Budget: $ 1,500,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation issues")
2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☐ Collections
- 2 ☐ Special Projects
- 3 ☐ Children's Services
- ☐ Other__________
- 4 ☐ Capital expenditures
- ☐ Other__________

4. How much money is in the endowment today? $__________
5. How much money from the endowment was used by the library in the most recent fiscal year?

   $__________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
- 1 ☐ 1 - 2 years
- 2 ☐ 3 - 4 years
- 3 ☐ 5 - 6 years
- 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)__________
   - 5 ☐ Do not have a foundation board library board
3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? #________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________ Phone: ________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes No	#________
Board of Trustees	Yes No	#________
Foundation Board	Yes No	#________
Friends Groups	Yes No	#________

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$________

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ $37,129.22

3. Please provide the name and phone number for your Friends staff contact person.

Name: Mrs. Kay James, President Phone: 504-766-4796

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Enoch Pratt Free Library

Name of Person Completing the Survey: JoAnn G. Mondowney

Phone Number: 410-396-5395 Fax Number: 410-396-1321 Date: 9/20/93

Population Served by Your Library: 736,014

1993 Operating Budget: $ 18,332,377 1993 Capital Budget: $ 772,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☒ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☒ Collections
- 2 ☒ Special Projects
- 3 ☒ Children's Services
- ☒ Other Staff Development

- 4 ☒ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 13,116,423

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 903,217

6. Approximately what percent of your endowment funds are restricted? 53 %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll
   - 3 ☐ Library staff provide support as part of library duties
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? #________________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________________ Phone: ______________________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# 50
Board of Trustees	Yes	No	# 10-25
Foundation Board	Yes	No	# ---
Friends Groups	Yes	No	# ---

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☒ Other (specify) When public funds decrease, there is an increase in private funds.

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 281,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☒ Direct mail campaigns

4 ☒ Annual campaigns
☐ Other (specify) ______________________________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 50,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Mary Constantine Phone: 410-433-5783

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: Eugene Public Library

Name of Person Completing the Survey: Carol Hildebrand

Phone Number: (503) 687-5454 Fax Number: (503) 341-5898 Date: 9/27/93

Population Served by Your Library: 120,000

1993 Operating Budget: $ 2,622,406 1993 Capital Budget: $ - 0 -

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

- 1 ☐ Library Board
- 2 ☐ Library Foundation Board
- 3 ☐ Endowment Trustees
- ☒ Other (specify) regular budget process

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b If "Yes," how can the money be used?

Operating Budget:
- 1 ☒ Collections
- 2 ☒ Special Projects
- 3 ☒ Children's Services
- ☐ Other
- 4 ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 407,000 in 5 seoarate funds

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 28,200 (By policy, only earnings are spent)

6. Approximately what percent of your endowment funds are restricted? (By policy, only earnings are spent) %

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 83

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- 1 ☐ 1 - 2 years
- 2 ☐ 3 - 4 years
- 3 ☐ 5 - 6 years
- 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

- 1 ☐ Members frequently rotate from one board to the other
- 2 ☐ Boards are identical in membership
- 3 ☐ Boards have overlapping membership
- 4 ☐ Boards have totally differing memberships
- ☐ Other (specify)
- 5 ☒ Do not have a ~~foundation board~~ library board (Previously a Library Board member served as Foundation liaison.)

3. Which of the following best describes how staff support is provided for your foundation?

- 1 ☐ Executive Director and/or staff is on Foundation payroll
- 2 ☐ Executive Director and/or staff is on Library payroll.
- 3 ☐ Library staff provide support as part of library duties.
- 4 ☒ Volunteer staff
- 5 ☐ No dedicated staff
- ☒ Other (specify) consultant on hourly/project basis

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4. What is the total FTE positions providing foundation support? # less than one FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: President: Sheila Seitz Phone: (503) 346-5131

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes No	# 50
Board of Trustees	Yes No	#
Foundation Board	[✓ Yes] No	# 500
Friends Groups	[✓ Yes] No	# thousands!

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify)

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 30,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☒ Other (specify) special events fliers, presentations to local groups

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 28,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Carol Hildebrand Phone: (503) 687-5454

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Fresno County Free Library

Name of Person Completing the Survey: John Kallenberg

Phone Number: (209) 488-3185 Fax Number: (209) 488-1971 Date: 9/23/93

Population Served by Your Library: 716,000

1993 Operating Budget: $ 5,492,396 1993 Capital Budget: $ 170,526

* *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")
2 types (a & b)

2. Who controls the funds from the endowment?

☐ Library Board ☐ Endowment Trustees
☐ Library Foundation Board ☒ Other (specify) (a) Friends Board
(b) Library Director

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
☒ Collections
☒ Special Projects
☐ Children's Services
☐ Other
☐ Capital expenditures
☐ Other

4. How much money is in the endowment today? $

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 2,036

6. Approximately what percent of your endowment funds are restricted? %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☒ No

b. If "Yes," in what year was the foundation established? 19 ---

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
☐ 1 - 2 years
☐ 3 - 4 years
☐ 5 - 6 years
☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

☐ Members frequently rotate from one board to the other
☐ Boards are identical in membership
☐ Boards have overlapping membership
☐ Boards have totally differing memberships
☐ Other (specify)
☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

☐ Executive Director and/or staff is on Foundation payroll
☐ Executive Director and/or staff is on Library payroll.
☐ Library staff provide support as part of library duties.
☐ Volunteer staff
☐ No dedicated staff
☐ Other (specify)

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4. What is the total FTE positions providing foundation support? #__________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ____________________ Phone: ____________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes No	# 10% to 15% of time
Board of Trustees	Yes No	#
Foundation Board	Yes No	#
Friends Groups	Yes No	# 60% to 80% of time

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☒ Other (specify) public funds go down, private funds go up

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 100,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☒ Anniversary celebrations
2 ☒ Planned giving
3 ☒ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ____________________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 33,501

3. Please provide the name and phone number for your Friends staff contact person.

Name: John K. Kallenberg Phone: (209) 488-3185

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: Houston Public Library - Houston, Texas

Name of Person Completing the Survey: Jan Jennings

Phone Number: (713) 247-1654 Fax Number: 247-3531 Date: 9-23-93

Population Served by Your Library: 1,728,910

1993 Operating Budget: $ 22,210,939 1993 Capital Budget: $

* *

Endowment Issues

1. Does your library have an endowment? ☑ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☑ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☑ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☑ Collections
- ☑ Special Projects
- ☑ Children's Services
- ☐ Other

- ☐ Capital expenditures
- ☑ Other Equipment, Staff Training

4. How much money is in the endowment today? $ 6,980,837

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 250,000

6. Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☑ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify)

73

TOTAL P.01

10-06-1993 12:25PM 713 247 1226 P.01

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4. What is the total FTE positions providing foundation support? # ______ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______ Phone: ______

General Fund Raising Issues

1 Is your library actively engaged in raising money from the private sector? 1 ☑ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☑ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☑ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 312
Board of Trustees	Yes No	# 50
Foundation Board	Yes No	#
Friends Groups	[✓ Yes] No	# 1200

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☑ No direct relationship
4 ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 836,504

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☑ Planned giving
3 ☐ Direct mail campaigns
4 ☑ Annual campaigns
☑ Other (specify) Book Sale, Book & Author Dinner

Friends Groups

1. Does your library have a "Friends of the Library" group? ☑ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 174,715

3. Please provide the name and phone number for your Friends staff contact person.

Name: Sue Abbott Phone: (713) 247-2189

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Indianapolis-Marion County Public Library

Name of Person Completing the Survey: Raymond E. Gnat, Director

Phone Number: 317-269-1722 Fax Number: 317-269-5220 Date: September 13, 19

Population Served by Your Library: 780,425 (1993 estimate)

1993 Operating Budget: $ 22,722,041 1993 Capital Budget: $ none

* *

Endowment Issues IMCPL Gift Fund
IMCPL Foundation, Inc. ←

1. Does your library have an endowment? [X] Yes (two) [ ] No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

[X] Library Board (Gift Fund) [ ] Endowment Trustees
[X] Library Foundation Board (Foundation) [ ] Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? [X] Yes [ ] No

b. If "Yes," how can the money be used?

Operating Budget:
[X] Collections (both)
[X] Special Projects (Fdn)
[X] Children's Services (both)
[X] Other Lectures (Fdn)
[X] Capital expenditures (Fdn)
[ ] Other

4. How much money is in the endowment today? $ 1,572,201 (Foundation)
~~515,715 (IMCPL Gift~~ Fund)

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 12,940 (Gift Fund) + 404,849 (Foundation)

6. Approximately what percent of your endowment funds are restricted? 23 % (Gift Fund)
36 % (Foundation)

Foundation Issues

1a. Does your library have a foundation? [X] Yes [ ] No

b. If "Yes," in what year was the foundation established? 19 69

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
[ ] 1 - 2 years
[ ] 3 - 4 years
[ ] 5 - 6 years
[ ] More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

[ ] Members frequently rotate from one board to the other
[ ] Boards are identical in membership
[ ] Boards have overlapping membership
[ ] Boards have totally differing memberships
[X] Other (specify) 13 member Foundation Board includes Library Director and 1 Library Board Member
[ ] Do not have a foundation board/library board

Which of the following best describes how staff support is provided for your foundation?

[X] Executive Director and/or staff is on Foundation payroll
[ ] Executive Director and/or staff is on Library payroll.
[ ] Library staff provide support as part of library duties.
[ ] Volunteer staff
[ ] No dedicated staff
[ ] Other (specify)

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4. What is the total FTE positions providing foundation support? # 2 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Mr. Danny Dean Phone: 317-269-1201

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 50
Board of Trustees	[✓ Yes] No	# 50
Foundation Board	[✓ Yes] No	# 650
Friends Groups	Yes [✓ No]	# ---

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☒ Other (specify) Tax review boards are pleased that the Library is involved in raising funds from other than property taxes.

* 6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 320,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☒ Planned giving
3 ☒ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify)

Friends Groups

* 1. Does your library have a "Friends of the Library" group? 1 ☐ Yes 2 ☒ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$

3. Please provide the name and phone number for your Friends staff contact person.

Name: Phone:

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

[✓ a) Foundation bylaws]
b) Policies on use of private and general funds money
c) Policies on gifts

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* Expenditures are made directly from the GIFT FUND (The GIFT FUND is separate from the OPERATIN FUND)
* Plus $160,000 of in-kind (i.e., fast food coupons, plane tickets)
* Contributors to the Foundation are called FRIENDS OF THE LIBRARY.

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Library Name: Jacksonville Public Libraries

Name of Person Completing the Survey: Judy Williams

Phone Number: 904-630-1996 Fax Number: 904-630-2431 Date: 9/18/93

Population Served by Your Library: 700,000

1993 Operating Budget: $ 11.2 million 1993 -on going Capital Budget: $ 16 million

* *

Endowment Issues

1. Does your library have an endowment? 1 ☑ Yes 2 ☐ No (Please skip to "Foundation issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☑ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☑ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - 1 ☑ Collections
   - 2 ☐ Special Projects
   - 3 ☐ Children's Services
   - ☐ Other

   - 4 ☑ Capital expenditures (future)
   - ☐ Other

4. How much money is in the endowment today? $ 350,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 0

6. Approximately what percent of your endowment funds are restricted? 0 %

Foundation Issues

1a. Does your library have a foundation? 1 ☑ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 1986

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☑ Boards have totally differing memberships but some Foundation members are former Board memb
   - ☐ Other (specify)
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☑ Library staff provide support as part of library duties. but financial + fund raising shifting to more Foundation volunteer workers in future.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # 2 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Judy Williams Phone: 904-630-1996

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☑ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☑ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☑ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year	
Director	[✓ Yes]	No	#	Unknown; Not prepared to answer
Board of Trustees	Yes	[✓ No]	#	
Foundation Board	[✓ Yes]	No	#	
Friends Groups	[✓ Yes]	No	#	

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

- ☐ When private funds go up, public funds go down.
- ☑ When private funds go up, public funds go up.
- ☐ No direct relationship
- ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 55,000

7. Which of the following fund raising activities did your library engage in last year?

- ☑ Anniversary celebrations
- ☐ Planned giving
- ☐ Direct mail campaigns
- ☑ Annual campaigns
- ☑ Other (specify) Benefit

Friends Groups

1. Does your library have a "Friends of the Library" group? ☑ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 35,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Victoria Alexander Phone: 904-630-2416

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: Jefferson County Public Library

Name of Person Completing the Survey: William A. Knott, Director Jefferson County Public Library

Phone Number: 232-7114 Fax Number: 275-2202 Date: 9/23/93

Population Served by Your Library: 440,000

1993 Operating Budget: $ 10,671,000 1993 Capital Budget: $ 3,698,921

• •

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

- 1 ☐ Library Board
- 2 ☐ Library Foundation Board
- 3 ☐ Endowment Trustees
- ☐ Other (specify)________________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☐ Collections
- 2 ☐ Special Projects
- 3 ☐ Children's Services
- ☐ Other________________
- 4 ☐ Capital expenditures
- ☐ Other________________

4. How much money is in the endowment today? $________________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$________________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 68

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- 1 ☐ 1 - 2 years
- 2 ☐ 3 - 4 years
- 3 ☐ 5 - 6 years
- 4 ☐ More than 6 years

. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

- 1 ☐ Members frequently rotate from one board to the other
- 2 ☐ Boards are identical in membership
- 3 ☒ Boards have overlapping membership
- 4 ☐ Boards have totally differing memberships
- ☐ Other (specify) ________________
- 5 ☐ Do not have a foundation board/library board

. Which of the following best describes how staff support is provided for your foundation?

- 1 ☐ Executive Director and/or staff is on Foundation payroll
- 2 ☒ Executive Director and/or staff is on Library payroll.
- 3 ☒ Library staff provide support as part of library duties.
- 4 ☐ Volunteer staff
- 5 ☐ No dedicated staff
- ☐ Other (specify) ________________

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4. What is the total FTE positions providing foundation support? # .5 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: William A. Knott Phone: (303) 232-7114

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? [X] Yes [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

[X] Increased [ ] About the Same [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

[X] Increase [ ] About the Same [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 100
Board of Trustees	[✓ Yes] No	# 200
Foundation Board	[✓ Yes] No	# 200
Friends Groups	Yes No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

[ ] When private funds go up, public funds go down.
[ ] When private funds go up, public funds go up.
[X] No direct relationship
[ ] Other (specify) ____

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 40,000

7. Which of the following fund raising activities did your library engage in last year?

[ ] Anniversary celebrations
[ ] Planned giving
[ ] Direct mail campaigns
[ ] Annual campaigns
[ ] Other (specify) Book Sales
Individual Gifts

Friends Groups

1. Does your library have a "Friends of the Library" group? [ ] Yes [X] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ ____

3. Please provide the name and phone number for your Friends staff contact person.

Name: ____ Phone: ____

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Kansas City Public Library

Name of Person Completing the Survey: Dan Bradbury

Phone Number: 816-221-3203 Fax Number: 816-421-7484 Date: 9/28

Population Served by Your Library: 268,000 basic ser. area

1993 Operating Budget: $ 10,489,774 1993 Capital Budget: $ 1,164,500

* *

Endowment Issues

. Does your library have an endowment? ₁ ☒ Yes ₂ ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment? 2-actually

₁ ☒ Library Board
₂ ☐ Library Foundation Board
₃ ☐ Endowment Trustees
☒ Other (specify) Com. Fnd.

3a. Do you have formal/official guidelines on how your endowment money can be spent? ₁ ☒ Yes for C.F part ₂ ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
₁ ☒ Collections
₂ ☐ Special Projects
₃ ☐ Children's Services
☒ Other Programming
₄ ☐ Capital expenditures
☐ Other

. How much money is in the endowment today? $ 2.1 million { 1.35 Com. Fnd / .75 Library held

How much money from the endowment was used by the library in the most recent fiscal year?

$ 78,000

. Approximately what percent of your endowment funds are restricted? 50 %

Foundation Issues

a. Does your library have a foundation? ₁ ☐ Yes ₂ ☒ No, but . . .

b. If "Yes," in what year was the foundation established? 19

. If "No," do you anticipate establishing a foundation within the next... No.
(After answering, please skip to "General Fund Raising Issues")
₁ ☐ 1 - 2 years
₂ ☐ 3 - 4 years
₃ ☐ 5 - 6 years
₄ ☐ More than 6 years

Com. Fnd is somewhat applic.

Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

₁ ☐ Members frequently rotate from one board to the other
₂ ☐ Boards are identical in membership
₃ ☒ Boards have overlapping membership
₄ ☐ Boards have totally differing memberships
☒ Other (specify) Com Fnd Adv Com. includes Dir & Bd Pres & Sec
₅ ☐ Do not have a foundation board/library board

Which of the following best describes how staff support is provided for your foundation? } Goals for all fund raising efforts

₁ ☐ Executive Director and/or staff is on Foundation payroll
₂ ☐ Executive Director and/or staff is on Library payroll
₃ ☒ Library staff provide support as part of library duties
₄ ☐ Volunteer staff
₅ ☐ No dedicated staff
☐ Other (specify)

4. What is the total FTE positions providing foundation support? # .75 FTE { .5 Dir of Mkt / .25 Lib Dir

5. What is the name and phone number of the chief staff person for the foundation?

Name: Mary Ann Van Coolen Phone: 816-221-2695

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 500
Board of Trustees	Yes No	# 12
Foundation Board	Yes No	#
Friends Groups	[✓ Yes] No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

- ☐ When private funds go up, public funds go down.
- ☐ When private funds go up, public funds go up.
- ☐ No direct relationship
- ☒ Other (specify) I would say that as private funds go up, our credibility and addition potential for public funds go up.

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 670,000

7. Which of the following fund raising activities did your library engage in last year?

- ☐ Anniversary celebrations
- ☒ Planned giving — limited
- ☒ Direct mail campaigns
- ☒ Annual campaigns
- ☒ Other (specify) Direct proposal

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 34,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Mary Ann Van Coolen Phone: 816-221-2695

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: KING COUNTY LIBRARY SYSTEM

Name of Person Completing the Survey: BILL PTACEK

Phone Number: 206 684 6600 Fax Number: 206 684 6890 Date: 9/28/93

Population Served by Your Library: 950,000

1993 Operating Budget: $ 30,000,000 1993 Capital Budget: $ 18,000,000

* *

Endowment Issues

1. Does your library have an endowment? ☐ Yes ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other__________

- ☐ Capital expenditures
- ☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________ %

Foundation Issues

1a. Does your library have a foundation? ☒ Yes ☐ No

b. If "Yes," in what year was the foundation established? 1991

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - ☐ 1 - 2 years
   - ☐ 3 - 4 years
   - ☐ 5 - 6 years
   - ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☒ Boards have totally differing memberships
   - ☐ Other (specify)__________
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☒ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify) CURRENTLY DONATED BY A LOCAL CORPORATION FOR 6 MONTHS

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4. What is the total FTE positions providing foundation support? # 1 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: JEANNETTE PRIVAT Phone: 206 [illegible]

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	#
Board of Trustees	Yes [✓ No]	#
Foundation Board	[✓ Yes] No	#
Friends Groups	[✓ Yes] No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down
2 ☐ When private funds go up, public funds go up
3 ☒ No direct relationship
4 ☐ Other (specify)

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$30,000 with other gifts valued at $100,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify)

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$3,000 for legal fees etc = start up cost

3. Please provide the name and phone number for your Friends staff contact person.

Name: JOANNE THORSEN Phone: 206 684 6606

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: Lake Lanier Regional Library

Name of Person Completing the Survey: Jo Ann Pinder

Phone Number: 404/822-4522 Fax Number: 404/822-5379 Date: 9-20-93

Population Served by Your Library: 168,159

1993 Operating Budget: $ 8,131,791 1993 Capital Budget: $ 148,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other__________
4 ☐ Capital expenditures
☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________ %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*

1 ☒ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)__________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll
3 ☐ Library staff provide support as part of library duties
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? #__________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: __________ Phone: __________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☐ Yes ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

☐ Increased ☒ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 25
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No]	#
Friends Groups	[✓ Yes] No	# 15

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☐ No direct relationship
☒ Other (specify) We are just beginning, so have no track record.

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 21,695.46

Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☐ Direct mail campaigns
☐ Annual campaigns
☐ Other (specify) __________

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 10,847.73

3. Please provide the name and phone number for your Friends staff contact person.

Name: Leah dee Kilgore Phone: 978-6572

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Louisville (KY) Free Public Library

Name of Person Completing the Survey: Harriet Henderson

Phone Number: 502-574-1760 Fax Number: 502-574-1693 Date: 9-22-93

Population Served by Your Library: 665,000

1993 Operating Budget: $ 8.7 million 1993 Capital Budget: $ 1.8 million

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☒ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)____________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☒ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other____________

4 ☐ Capital expenditures
☐ Other____________

4. How much money is in the endowment today? $ 6 million

How much money from the endowment was used by the library in the most recent fiscal year?

$ 300,000

Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 1986

If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☒ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)____________
5 ☐ Do not have a foundation board/library board

Which of the following best describes how staff support is provided for your foundation?

1 ☒ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)____________

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4. What is the total FTE positions providing foundation support? # 1.5 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Mike Bowles, Exec. Dir. Phone: 502-574-1654

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# 100
Board of Trustees	Yes	No	# 50
Foundation Board	Yes	No	# 100
Friends Groups	Yes	No	# 100+

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) see attached

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 150,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☒ Direct mail campaigns
4 ☒ Annual campaigns
☒ Other (specify) book sales, dinner event corporate solicitation

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 20,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Cissy Mills, Manager-Community Relations Phone: 502-574-1655

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Memphis/Shelby County Public Library & Information Center

Name of Person Completing the Survey: Jacquelyn Nemen

Phone Number: 901-725-8870 Fax Number: 901-725-8883 Date: 9/28/93

Population Served by Your Library: Approx. 1 million

1993 Operating Budget: $ 12,534,234 1993 Capital Budget: $ 300,000

• •

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify) ____

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other ____
4 ☐ Capital expenditures
☐ Other ____

4. How much money is in the endowment today? $ ____

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ ____

6. Approximately what percent of your endowment funds are restricted? ____ %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19____

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

1 ☒ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☒ Boards have totally differing memberships (anticipated)
☐ Other (specify) ____
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll
3 ☒ Library staff provide support as part of library duties (anticipated)
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify) ____

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4. What is the total FTE positions providing foundation support? There will be 1.5 # if goes as planned FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Jacquelyn Neeren Phone: 901-725-8870

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

   1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

   1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising

	Involved (Please circle)		Approximate # of Hours/Year
Director	[✓ Yes]	No	# ____ unknown
Board of Trustees	Yes	[✓ No]	# ____ unknown
Foundation Board	Yes	No will be	# ____ unknown
Friends Groups	[✓ Yes]	No	# ____ unknown

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

   1 ☐ When private funds go up, public funds go down.
   2 ☐ When private funds go up, public funds go up.
   3 ☐ No direct relationship
   4 ☒ Other (specify) not in place long enough to tell

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

   $ NA

7. Which of the following fund raising activities did your library engage in last year?

   1 ☐ Anniversary celebrations
   2 ☐ Planned giving
   3 ☒ Direct mail campaigns
   4 ☐ Annual campaigns
   ☐ Other (specify) ____

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

   $ 142,000

3. Please provide the name and phone number for your Friends staff contact person.

   Name: Judy Card Phone: 901-725-8851

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws not available yet
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: Metropolitan Library System of Oklahoma County

Name of Person Completing the Survey: Ernestine F. Clark, Director of Development & Volunteer Services

Phone Number: 405/235-0571 Fax Number: 405/236-5219 Date: 9/29/93

Population Served by Your Library: 599,611

1993 Operating Budget: $ 8,041,333 1993 Capital Budget: $ 2,095,124

* *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☒ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☒ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☒ Collections
- ☒ Special Projects
- ☒ Children's Services
- ☒ Other Sgenior Citizen Services
- ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 552,445 8/31/93

5. How much money from the endowment was used by the library in the most recent fiscal year?
   $ 8,000 interest income disbursed fy 1993

6. Approximately what percent of your endowment funds are restricted? 95 %

Foundation Issues

We've checked "no" on having a foundation, if you mean by that a board that give away monies; we DO have an endowment, which raises monies, is overseen by a board of trustees. If we have misread or misinterpreted the meaning of your question, sorry!

1a. Does your library have a foundation? ☐ Yes ☒ No

b. If "Yes," in what year was the foundation established? 19___

c. If "No," do you anticipate establishing a foundation within the next...
   (After answering, please skip to "General Fund Raising Issues")
   We do not ever anticipate having a foundation
   - ☐ 1 - 2 years
   - ☐ 3 - 4 years
   - ☐ 5 - 6 years
   - ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff?
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # ______________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________ ______________ Phone: ______________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# 600
Board of Trustees	Yes	No	# 400
Foundation Board	Yes	No	#
Friends Groups	Yes	No	# 25,000

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☐ No direct relationship
☒ Other (specify) Too soon for us to know a correlation

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 202,212

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☒ Direct mail campaigns
☒ Annual campaigns
☒ Other (specify) Special events - dance, Book Sale, Fun Run

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 85,100

3. Please provide the name and phone number for your Friends staff contact person.

Name: Mrs. Rita Gunter, President Phone: 405/848-1133

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws n/a
b) Policies on use of private and general funds money attached
c) Policies on gifts attached

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Library Name: Milwaukee Public Library

Name of Person Completing the Survey: William P. Lenski & Monica M. Van Lieshout (Foundation)

Phone Number: 286-3893 / 286-8703 Fax Number: 286-2794 Date: 9/16/93

Population Served by Your Library: 629,261 (City); 961,841 (County)

1993 Operating Budget: $ 17,019,150 1993 Capital Budget: $ 1,588,500

* *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☒ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☒ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☒ Collections
- ☒ Special Projects
- ☒ Children's Services
- ☒ Other Programming

- ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 1.7 Million

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 158,670 (1993 Est.)

6. Approximately what percent of your endowment funds are restricted? 25 %

Foundation Issues

1a. Does your library have a foundation? ☒ Yes ☐ No

b. If "Yes," in what year was the foundation established? 1988

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☒ Other (specify) One member from Library Board on Foundation Board
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☒ Other (specify) Executive Director - Foundation Payroll
     Administrative Assistant - Library Payroll reimbursed by Foundat

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4. What is the total FTE positions providing foundation support? # 2 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Monica M. Van Lieshout Phone: (414) 286-8703

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [X] Yes 2 [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

1 [X] Increased 2 [ ] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 [X] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# full time
Board of Trustees	Yes	No	#
Foundation Board	Yes	No	# 10
Friends Groups	Yes	No	# 416

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 [ ] When private funds go up, public funds go down.
2 [ ] When private funds go up, public funds go up.
3 [X] No direct relationship - under current Mayoral administration
4 [ ] Other (specify)

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 312,000

7. Which of the following fund raising activities did your library engage in last year?

1 [ ] Anniversary celebrations
2 [ ] Planned giving
3 [X] Direct mail campaigns
4 [X] Annual campaigns
[X] Other (specify) Annual award dinner, author lecture series, cookbook sales payroll deduction campaign, gift book memorials, used book sales

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [X] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 26,229

3. Please provide the name and phone number for your Friends staff contact person.

Name: Andrew Holman, President Phone: (414) 271-1451

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Minneapolis Public Library

Name of Person Completing the Survey: Susan Goldberg

Phone Number: 372-6611 Fax Number: 372-6623 Date: 9/20/93

Population Served by Your Library: 368,000

1993 Operating Budget: $ 16,968,196 1993 Capital Budget: $ 417,973

* *

Endowment Issues

1. Does your library have an ********? Trust Funds 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☒ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No
Some trust funds are designated, others are not.

b. If "Yes," how can the money be used?

Operating Budget:
1 ☒ Collections
2 ☒ Special Projects
3 ☒ Children's Services
☐ Other
4 ☐ Capital expenditures
☐ Other

4. How much money is in the endowment today? $ 3,488,025

. How much money from the endowment was used by the library in the most recent fiscal year?

$ 155,427

6. Approximately what percent of your endowment funds are restricted? 43 %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☐ No
In the process of being legally established

b. If "Yes," in what year was the foundation established? 19 93

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☒ Boards have overlapping membership Library Board will have 2 members on Foundation Board
4 ☐ Boards have totally differing memberships
☐ Other (specify) Library Director will serve on Foundation Board.
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll
3 ☒ Library staff provide support as part of library duties
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☒ Other (specify) Will hire part-time fundraising counsel for Foundation for 1st year.

4. What is the total FTE positions providing foundation support? # ------ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: --------- Phone: --------

Library Director serves in this capacity presently

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [X] Yes 2 [ ] No

2. How has your level of fund raising activity changed over the past 10 years?

1 [X] Increased 2 [ ] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 [X] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 50 in 1992 will go up
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes No	# N/A yet
Friends Groups	Yes [✓ No]	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

- 1 [ ] When private funds go up, public funds go down.
- 2 [X] When private funds go up, public funds go up.
- 3 [ ] No direct relationship
- 4 [ ] Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 120,000

7. Which of the following fund raising activities did your library engage in last year?

- 1 [X] Anniversary celebrations
- 2 [ ] Planned giving
- 3 [ ] Direct mail campaigns
- 4 [ ] Annual campaigns
- [X] Other (specify) Family Literacy Center Campaign

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [X] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 21,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Aileen Okerstrom Phone: 612-372-6667

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws - Being developed by our attorney
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Oakland Public Library (Oakland CA)

Name of Person Completing the Survey: Susanna Gilden

Phone Number: (510) 238-6609 Fax Number: (510) 238-2232 Date: 9/23/93

Population Served by Your Library: 382,700-Oakland; 11,050-Piedmont; 25,850-Emeryville

1993 Operating Budget: $ 9,430,500 (incl grants) 1993 Capital Budget: $ 0

* * *

Endowment Issues

1. Does your library have an endowment? ☐ Yes ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

- ☐ Library Board
- ☐ Library Foundation Board
- ☐ Endowment Trustees
- ☐ Other (specify)________

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other________

- ☐ Capital expenditures
- ☐ Other________

4. How much money is in the endowment today? $________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$________

6. Approximately what percent of your endowment funds are restricted? ________%

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*

- ☒ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

- ☐ Members frequently rotate from one board to the other
- ☐ Boards are identical in membership
- ☐ Boards have overlapping membership
- ☐ Boards have totally differing memberships
- ☐ Other (specify)________
- ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

- ☐ Executive Director and/or staff is on Foundation payroll
- ☐ Executive Director and/or staff is on Library payroll.
- ☐ Library staff provide support as part of library duties.
- ☐ Volunteer staff
- ☐ No dedicated staff
- ☐ Other (specify)________

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4. What is the total FTE positions providing foundation support? = ________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________ Phone: ________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 350/yr.
Board of Trustees	Yes No	#
Foundation Board	Yes No	#
Friends Groups	[✓ Yes] No	# 1,000/yr

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☒ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☐ No direct relationship
☐ Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$60,000

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☒ Direct mail campaigns
☐ Annual campaigns
☒ Other (specify) Literacy Week Campaign

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$30,000 (included in #6 above)

3. Please provide the name and phone number for your Friends staff contact person.

Name: Terry Preston Phone: 444-0473

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Omaha Public Library

Name of Person Completing the Survey: Lon R. Dickerson, Director

Phone Number: (402) 444-4833 Fax Number: (402) 444-4504 Date: 9/27/93

Population Served by Your Library: 404,896

1993 Operating Budget: $ 5,734,033 1993 Capital Budget: $ 686,442

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify) ______

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - 1 ☐ Collections
   - 2 ☐ Special Projects
   - 3 ☐ Children's Services
   - ☐ Other ______

   - 4 ☐ Capital expenditures
   - ☐ Other ______

4. How much money is in the endowment today? $ ______

. How much money from the endowment was used by the library in the most recent fiscal year?

$ ______

6. Approximately what percent of your endowment funds are restricted? ______ %

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 85

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☒ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify) ______
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☒ Library staff provide support as part of library duties. -- We are moving toward #2
   - 4 ☒ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify) ______

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4. What is the total FTE positions providing foundation support? # .5 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Richard W. Kelley, President Phone: 392-6116

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes No	# ?
Board of Trustees	Yes No	#
Foundation Board	Yes No	# ?
Friends Groups	Yes No	# ?

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

- ☐ When private funds go up, public funds go down.
- ☐ When private funds go up, public funds go up.
- ☒ No direct relationship
- ☐ Other (specify) ____

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 49,000 (No major drives in '92) (Raised nearly $1 million f
automated catalog & circulat
system 1987-90)
($500,000 project for childr
books just launched)

7. Which of the following fund raising activities did your library engage in last year?

- ☐ Anniversary celebrations
- ☐ Planned giving
- ☐ Direct mail campaigns
- ☒ Annual campaigns
- ☒ Other (specify) Book sales, Friends memberships, memorials

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 75,000 -- Book theft security system to be paid for over next 3 years

3. Please provide the name and phone number for your Friends staff contact person.

Name: Merrilee Miller, President Phone: wk 390-0890

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
The deadline is September 30, 1993.
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1800 Ridge Avenue
Evanston, IL 60201

URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: Orange County Library System

Name of Person Completing the Survey: Glenn Miller

Phone Number: 407 425 4694 Fax Number: EXT 517 Date: 9/2/93

Population Served by Your Library: 650,000

1993 Operating Budget: $ 92 15,500,000 93 16,300,000 1993 Capital Budget: $ 300,000

DEBT RETIREMENT – $2,000,000

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify) __________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other __________
4 ☐ Capital expenditures
☐ Other __________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________ %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify) __________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify) __________

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4. What is the total FTE positions providing foundation support? # ________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ________ Phone: ________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☒ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☒ About the Same 3 ☐ Decrease

4. For each person group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes [✓ No]	#
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No]	#
Friends Groups	Yes [✓ No]	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) Not Applicable

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ —0—

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) None

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 105,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Mrs Laurie Munro Phone: 407 4254694

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: Free Library of Philadelphia

Name of Person Completing the Survey: Elliot L. Shelkrot

Phone Number: 215-686-5300 Fax Number: 215-686-5368 Date: 10/1/93

Population Served by Your Library: 1.585,577

1993 Operating Budget: $ 47,141,390 1993 Capital Budget: $ 1,080,989 (expenditures)

* *

Endowment Issues

Does your library have an endowment? [X] Yes [ ] No (Please skip to "Foundation Issues")

Who controls the funds from the endowment?

[X] Library Board
[X] Library Foundation Board
[ ] Endowment Trustees
[ ] Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? [X] Yes [ ] No

b. If "Yes," how can the money be used?

Operating Budget:
[X] Collections
[X] Special Projects
[X] Children's Services
[X] Other Staff training, conference attendance, etc.
[ ] Capital expenditures
[ ] Other

4. How much money is in the endowment today? $ 5,966,636

How much money from the endowment was used by the library in the most recent fiscal year?

$ 411,263 (income)

Approximately what percent of your endowment funds are restricted? 75 %

Foundation Issues

a. Does your library have a foundation? [X] Yes [ ] No

b. If "Yes," in what year was the foundation established? 1891

If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
[ ] 1 - 2 years
[ ] 3 - 4 years
[ ] 5 - 6 years
[ ] More than 6 years

Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

[ ] Members frequently rotate from one board to the other
[ ] Boards are identical in membership
[X] Boards have overlapping membership
[ ] Boards have totally differing memberships
[ ] Other (specify)
[ ] Do not have a foundation board/library board

Which of the following best describes how staff support is provided for your foundation?

[ ] Executive Director and/or staff is on Foundation payroll
[ ] Executive Director and/or staff is on Library payroll.
[X] Library staff provide support as part of library duties.
[ ] Volunteer staff
[ ] No dedicated staff
[ ] Other (specify) Additionally, there are staff paid directly by the Foundation (see #4) who provide specific and direct support to the Foundation's operation.

4. What is the total FTE positions providing foundation support? # 16.4 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Elliot L. Shelkrot Phone: 215-686-5300

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

   1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

   1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# 30%
Board of Trustees	Yes	No	# 10%
Foundation Board	Yes	No	# 80%
Friends Groups	Yes	No	# 0

Percentage represent
total time devoted t
fund raising

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

   1 ☐ When private funds go up, public funds go down.
   2 ☐ When private funds go up, public funds go up.
   3 ☐ No direct relationship
   4 ☐ Other (specify) Fund raising activity comparatively new. To date no discernible change in public funding allocation.

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

   $ 1,987,001

7. Which of the following fund raising activities did your library engage in last year?

   1 ☐ Anniversary celebrations
   2 ☒ Planned giving
   3 ☒ Direct mail campaigns
   4 ☐ Annual campaigns
   ☒ Other (specify) Various grants for specific program such as Holiday Gift Campaign, children's summer reading program, etc.

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

   $ 0

3. Please provide the name and phone number for your Friends staff contact person.

Name: Sheila Whitelaw-Ayers Phone: 215-567-4562

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Phoenix Public Library

Name of Person Completing the Survey: Sheva Farnham, Library Development Director

Phone Number: 602-262-6392 Fax Number: 602-261-8836 Date: 9-20-93

Population Served by Your Library: 1.5 million

1993 Operating Budget: $ 13, 629, 822 1993 Capital Budget: $ 20,000

* *

Endowment Issues

1. Does your library have an endowment? ☐ Yes ☑ No (Please skip to "Foundation Issues")
2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify) ______

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other ______
- ☐ Capital expenditures
- ☐ Other ______

4. How much money is in the endowment today? $ ______
5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ ______

6. Approximately what percent of your endowment funds are restricted? ______ %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- ☒ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify) ______
   - ☐ Do not have a foundation board/library board
3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify) ______

105

4. What is the total FTE positions providing foundation support? #__________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: __________ Phone: __________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? -1 ☒ Yes -2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

-1 ☑ Increased -2 ☐ About the Same -3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

-1 ☑ Increase -2 ☐ About the Same -3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# not known
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No]	#
Friends Groups	[✓ Yes] No	# not known

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

-1 ☐ When private funds go up, public funds go down.
-2 ☐ When private funds go up, public funds go up.
-3 ☒ No direct relationship
-4 ☐ Other (specify) __________

✓6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 250.00

7. Which of the following fund raising activities did your library engage in last year?

-1 ☐ Anniversary celebrations
-2 ☐ Planned giving
-3 ☐ Direct mail campaigns
-4 ☐ Annual campaigns
☐ Other (specify) Book Sales, dinner

Friends Groups

1. Does your library have a "Friends of the Library" group? -1 ☒ Yes -2 ☐ No

✓2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 18,010.00

3. Please provide the name and phone number for your Friends staff contact person.

Name: Beth Schermer, President Phone: 602-262-5386
Amy Williams, Staff Liaison 602-262-7939

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Providence Public Library

Name of Person Completing the Survey: Patricia Birkes, CFRE

Phone Number: 401-455-8050 Fax Number: 401-455-8065 Date 9/22/93

Population Served by Your Library: 1,003,464

1993 Operating Budget: $ 3,292,514 1993 Capital Budget $ 508,146

* *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

☒ Library Board
☐ Library Foundation Board
☐ Endowment Trustees
☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☒ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
☐ Collections
☐ Special Projects
☐ Children's Services
☐ Other
☐ Capital expenditures
☒ Other total operating budget

4. How much money is in the endowment today? $ 20,703,103

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 735,170

6. Approximately what percent of your endowment funds are restricted? 100 % of the princi is restricted. Only earned income is use as unrestricted income.

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☒ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*

No

☐ 1 - 2 years
☐ 3 - 4 years
☐ 5 - 6 years
☐ More than 6 years
X NO

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

☐ Members frequently rotate from one board to the other
☐ Boards are identical in membership
☐ Boards have overlapping membership
☐ Boards have totally differing memberships
☐ Other (specify)
☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

☐ Executive Director and/or staff is on Foundation payroll
☐ Executive Director and/or staff is on Library payroll.
☐ Library staff provide support as part of library duties.
☐ Volunteer staff
☐ No dedicated staff
☐ Other (specify)

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4. What is the total FTE positions providing foundation support? #__________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name ____________________ Phone ____________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years? Library administration includes a full-time Director of Development.

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 100
Board of Trustees	[✓ Yes] No	# 500
Foundation Board	Yes [✓ No]	#
Friends Groups	[✓ Yes] No	# 500

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down
☐ When private funds go up, public funds go up
☐ No direct relationship
☒ Other (specify) Historically because of the existence of the endowment our public support has never been comparable to other pub. librari

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 537,817 (This includes $61,900 in direct Federal grants.)

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☒ Planned giving
☒ Direct mail campaigns
☒ Annual campaigns
☒ Other (specify) Special events, major gifts solicitation and memorial gifts.

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No
Branches only (6)

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 3,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Shirley Long Phone: 401-455-8020

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.
A gift books policy and development plan is available if requested.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: THE QUEENS BOROUGH PUBLIC LIBRARY

Name of Person Completing the Survey: THOMAS W. GALANTE

Phone Number: (718)990-0790 Fax Number: (718) 291-8936 Date: 9-30-93

Population Served by Your Library: 1.951 MILLION

1993 Operating Budget: $ 43.001 MILLION 1993 Capital Budget: $ PAID BY NYCITY DIRECTLY (N/A)

* * *

Endowment Issues

1. Does your library have an endowment? 1 ☑ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☑ Library Board 3 ☐ Endowment Trustees
2 ☐ Library Foundation Board ☐ Other (specify)________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☑ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☑ Special Projects
3 ☐ Children's Services
☑ Other LOBBYING, PUBLIC RELATIONS

4 ☐ Capital expenditures
☑ Other DEVELOPMENT

4. How much money is in the endowment today? $ 10.229 MILLION

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 662,000 { 413,000 CURRENT YEAR REVENUE.
248,000 DRAWN DOWN of RESERVE

6. Approximately what percent of your endowment funds are restricted? -0- %

Foundation Issues

1a. Does your library have a foundation? 1 ☑ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 '89

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☑ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☑ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)________

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4. What is the total FTE positions providing foundation support? # ~~[illegible]~~ 3 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Stanley Granish Phone: (718) 990-0848

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 100
Board of Trustees	Yes [✓ No]	# —
Foundation Board	[✓ Yes] No	# 52
Friends Groups	[✓ Yes] No	# 52

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☒ No direct relationship
☐ Other (specify) ____

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 420,000

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☒ Direct mail campaigns
☒ Annual campaigns
☒ Other (specify) GRANTSMANSHIP

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ NEGLIGABLE

3. Please provide the name and phone number for your Friends staff contact person.

Name: Ray Nill Phone: (718) 990-0848

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

The intent of this Frequent Fast Facts Survey is to obtain a snapshot of current fund raising and financial development activities in member libraries. In addition to being inherently interesting, the data will be used in the ULC H.W. Wilson Foundation funded study on Private and Public Funding Issues for Public Libraries.

Library Name: Richland County Public Library

Name of Person Completing the Survey: C. David Warren

Phone Number: (803) 929-3422 Fax Number: (803) 929-3438 Date: 9-20-93

Population Served by Your Library: 285,000

1993 Operating Budget: $ 8,500,000 1993 Capital Budget: $ 350,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☑ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☑ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☑ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☑ Collections
- 2 ☑ Special Projects
- 3 ☑ Children's Services
- ☐ Other Publishing
- 4 ☑ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 400,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 300,000

6. Approximately what percent of your endowment funds are restricted? 20 %

Foundation Issues

1a. Does your library have a foundation? 1 ☑ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 1983

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☑ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☑ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # 1.5 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Harriet Woodham Phone: (803) 924-3424

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☑ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☑ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☑ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 50
Board of Trustees	[✓ Yes] No	# 25
Foundation Board	[✓ Yes] No	# 75
Friends Groups	[✓ Yes] No	# 100

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☑ No direct relationship
☐ Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 400,000

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☐ Direct mail campaigns
☐ Annual campaigns
☐ Other (specify) Opening of new libraries

Friends Groups

1. Does your library have a "Friends of the Library" group? ☑ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 50,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Harriet Woodham Phone: (803) 929-3424

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
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Library Name: Rockford Public Library

Name of Person Completing the Survey: Joel Rosenfeld

Phone Number: 965-6731 Fax Number: 965-0866 Date: 9/22/93

Population Served by Your Library: 140,003

1993 Operating Budget: $ 4,103,976 1993 Capital Budget: $ 133,057

* *

Endowment Issues

1. Does your library have an endowment? 1 [X] Yes 2 [ ] No (Please skip to "Foundation issues")

2. Who controls the funds from the endowment?

   1 [X] Library Board 3 [ ] Endowment Trustees
   2 [ ] Library Foundation Board [ ] Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 [X] Yes 2 [ ] No

b. If "Yes," how can the money be used?

   Operating Budget:
   1 [X] Collections
   2 [ ] Special Projects
   3 [ ] Children's Services
   [ ] Other
   4 [ ] Capital expenditures
   [ ] Other

4. How much money is in the endowment today? $ 288,824

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 22,009

6. Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

1a. Does your library have a foundation? 1 [X] Yes 2 [ ] No

b. If "Yes," in what year was the foundation established? 19 89

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

   1 [ ] 1 - 2 years
   2 [ ] 3 - 4 years
   3 [ ] 5 - 6 years
   4 [ ] More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

   1 [ ] Members frequently rotate from one board to the other
   2 [ ] Boards are identical in membership
   3 [X] Boards have overlapping membership
   4 [ ] Boards have totally differing memberships
   [ ] Other (specify)
   5 [ ] Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

   1 [ ] Executive Director and/or staff is on Foundation payroll
   2 [ ] Executive Director and/or staff is on Library payroll.
   3 [ ] Library staff provide support as part of library duties.
   4 [ ] Volunteer staff
   5 [✓] No dedicated staff
   [ ] Other (specify)

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4. What is the total FTE positions providing foundation support? # none FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Joel Rosenfeld Phone: 965-6731

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 [X] Yes 2 [ ] No
   For help with various special events

2. How has your level of fund raising activity changed over the past 10 years?

   1 [X] Increased 2 [ ] About the Same 3 [ ] Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

   1 [X] Increase 2 [ ] About the Same 3 [ ] Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes [✓ No]	#
Board of Trustees	Yes [✓ No]	#
Foundation Board	[✓ Yes] No	# 10
Friends Groups	[✓ Yes] No	# 3,000

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

   1 [ ] When private funds go up, public funds go down.
   2 [ ] When private funds go up, public funds go up.
   3 [X] No direct relationship
   4 [ ] Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

   $ 35,000

7. Which of the following fund raising activities did your library engage in last year?

   1 [ ] Anniversary celebrations
   2 [X] Planned giving
   3 [ ] Direct mail campaigns
   4 [ ] Annual campaigns
   [ ] Other (specify) Book Sales, Program Events

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 [X] Yes 2 [ ] No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

   $ 31,110

3. Please provide the name and phone number for your Friends staff contact person.

Name: Jode Lofgren Phone: 965-6731

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: St. Louis Public Library

Name of Person Completing the Survey: Dr. Glen E. Holt

Phone Number: 314/241-2288 Fax Number: 314/241-3840 Date: 9/22/93

Population Served by Your Library: 396,685

1993 Operating Budget: $ $11,000,000 1993 Capital Budget: $ Not Separate

* (APPROX. 1.25 mill of 11.000,000 was capital.

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues.")
2. Who controls the funds from the endowment?
   - ☒ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☒ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other

- ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 700,000
5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 15,022 - income. Endowment remained intact

6. Approximately what percent of your endowment funds are restricted? 75 % - mostly Book purchases

Foundation Issues

1a. Does your library have a foundation? ☒ Yes ☐ No

b. If "Yes," in what year was the foundation established? 19 1989

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☒ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☒ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify)

4. What is the total FTE positions providing foundation support? # ________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Judith E Simmons Phone: 314-241-2255

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	#
Board of Trustees	[✓ Yes] No	#
Foundation Board	[✓ Yes] No	#
Friends Groups	[✓ Yes] No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☒ No direct relationship
☐ Other (specify) ________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$175,000 in actual dollars + $550,000 in pro bono contr..

7. Which of the following fund raising activities did your library engage in last year?

☒ Anniversary celebrations
☐ Planned giving
☐ Direct mail campaigns
☐ Annual campaigns
☐ Other (specify) ________

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$61,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Dee Harrell Coordinator Phone: 314-539-0342

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Saint Paul Public Library

Name of Person Completing the Survey: Gerald W. Steenberg

Phone Number: (612) 292-6211 **Fax Number:** (612) 292-6660 **Date:** 10/11/93

Population Served by Your Library: 272,235

1993 Operating Budget: $ 6,760,198 1993 Capital Budget: $ -0-
1993 Special Funds $1,412,443

Endowment Issues Friends of the Saint Paul Public Library have large endowments for this librar

1. Does your library have an endowment? 1 ☐ Yes 2 ☑ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify) ____________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - 1 ☐ Collections
   - 2 ☐ Special Projects
   - 3 ☐ Children's Services
   - ☐ Other ____________
   - 4 ☐ Capital expenditures
   - ☐ Other ____________

4. How much money is in the endowment today? $____________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$____________

6. Approximately what percent of your endowment funds are restricted? ________%

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☑ No

b. If "Yes," in what year was the foundation established? 19________

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify) ____________
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify) ____________

4. What is the total FTE positions providing foundation support? # ____________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________ Phone: ______________________

General Fund Raising Issues The Friends of the Saint Paul Public Library are the fund raising arm of this library system.

1. Is your library actively engaged in raising money from the private sector? ☐ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☐ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☐ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes No	#________
Board of Trustees	Yes No	#________
Foundation Board	Yes No	#________
Friends Groups	Yes No	#________

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

- ☐ When private funds go up, public funds go down.
- ☐ When private funds go up, public funds go up.
- ☐ No direct relationship
- ☐ Other (specify) ______________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$______________

7. Which of the following fund raising activities did your library engage in last year?

- ☐ Anniversary celebrations
- ☐ Planned giving
- ☐ Direct mail campaigns
- ☐ Annual campaigns
- ☐ Other (specify) ______________________

Friends Groups

1. Does your library have a "Friends of the Library" group? ☑ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 145,399

3. Please provide the name and phone number for your Friends staff contact person.

Name: Peter Pearson, Executive Director Phone: (612) 224-5463

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: SALT LAKE CITY PUBLIC

Name of Person Completing the Survey: DENNIS DAY

Phone Number: 8015248231 Fax Number: 801 5248272 Date:

Population Served by Your Library: 162,000

1993 Operating Budget: $ 6,204,434 1993 Capital Budget: $ 1,017,900

* *

Endowment Issues

1. Does your library have an endowment? ☐ Yes ☑ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other__________
- ☐ Capital expenditures
- ☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? ________ %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☑ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- ☐ 1 - 2 years
- ☑ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify)__________
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll
   - ☐ Library staff provide support as part of library duties
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? # ____________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ____________________ Phone: ____________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☑ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☑ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☑ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 200
Board of Trustees	[✓ Yes] No	# 50
Foundation Board	[✓ Yes] No	#
Friends Groups	[✓ Yes] No	# AS BOARD 60 TOTAL 20 ALL H IN ACTVI

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☑ No direct relationship
4 ☐ Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 300,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☑ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) CAP. BUILDING

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☑ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 46,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: MARY HOUSE Phone: 801-524-8235

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
L [✓ b)] Policies on use of private and general funds money
L [✓ c)] Policies on gifts

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Library Name: San Antonio Public Library

Name of Person Completing the Survey: June Garcia

Phone Number: 210 299. 7790 Fax Number: 210 271-9497 Date: 9-17-93

Population Served by Your Library: 1,254,200

1993 Operating Budget: $ 8.8 million 1993 Capital Budget: $ 9 million

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☒ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - 1 ☒ Collections
   - 2 ☐ Special Projects
   - 3 ☐ Children's Services
   - ☐ Other

   - 4 ☐ Capital expenditures
   - ☐ Other

4. How much money is in the endowment today? $ 400,425

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 106,360

6. Approximately what percent of your endowment funds are restricted? 100 %

   National Endowment for the Humanities

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 1984

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☒ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☒ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)

4. What is the total FTE positions providing foundation support? # 5 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Maria Cossio Phone: 210 225-4728

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 50
Board of Trustees	[✓ Yes] No	# 2,000
Foundation Board	[✓ Yes] No	# 10,000
Friends Groups	[✓ Yes] No	# 6,000

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☒ When private funds go up, public funds go up.
☐ No direct relationship
☐ Other (specify)

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 1,600,000

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☒ Direct mail campaigns
☒ Annual campaigns
☐ Other (specify) Telefest, Parades, Dinners, Downtown Art. Tour

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 28,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Nancy Gandara Phone: (210) 299-7790

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws, strategic plan, investment policy — will be mailed
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
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Evanston, IL 60201

URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

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Library Name: San Diego Public Library

Name of Person Completing the Survey: Jennifer Grier

hone Number: (619) 236-5893 Fax Number: (619) 236-5878 Date: 9/24/93

opulation Served by Your Library: 1,144,347 (1992 Estimate)

1993 Operating Budget: $ 17,894,064* 1993 Capital Budget: $ 5,860,773*

*Local, State & Federal funds************************

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☒ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)

a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - 1 ☒ Collections
   - 2 ☐ Special Projects
   - 3 ☐ Children's Services
   - ☐ Other
   - 4 ☐ Capital expenditures
   - ☐ Other

4. How much money is in the endowment today? $ 70,101.86

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 1,920.

6. Approximately what percent of your endowment funds are restricted? Can only use accued % interest.

oundation Issues

a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - 1 ☐ 1 - 2 years
   - 2 ☒ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - 5 ☐ Do not have a foundation board/library board

Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? #____________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ____________________ Phone: ____________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# 80
Board of Trustees	Yes	No	# 120
Foundation Board n/a	Yes	No	#
Friends Groups	Yes	No	# 25,000

How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☒ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ____________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 276,366.31 (includes Friends donations)

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☒ Direct mail campaigns
4 ☐ Annual campaigns
☒ Other (specify) City Ventures pilot program-
a public/private partnership program
(See attached flyer)

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 169,708.49

3. Please provide the name and phone number for your Friends staff contact person.

Name: Betty Sherman (Executive Director) Phone: (619) 698-7999

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: San Francisco Public Library

Name of Person Completing the Survey: Kenneth E. Dowlin

Phone Number: 415 557-4236 Fax Number: 415-557-4252 Date: 10/1/93

Population Served by Your Library: 750,000 1988-1996

1993 Operating Budget: $ 20 million 1993 Capital Budget: $ $160 million

* *

Endowment Issues Trust Fund

1. Does your library have an endowment? 1 ☑ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☒ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify) __________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b\. If "Yes," how can the money be used?

Operating Budget:
1 ☒ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other __________
4 ☐ Capital expenditures
☐ Other __________

4. How much money is in the endowment today? $ 1,000,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ $230 000

6. Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b\. If "Yes," in what year was the foundation established? 19 86

c\. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☒ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify) __________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☒ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify) __________

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4. What is the total FTE positions providing foundation support? # 6 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Martin Paley Phone (415) 391-5582

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☐ About the Same 3 ☒ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 500
Board of Trustees	[✓ Yes] No	# 200
Foundation Board	[✓ Yes] No	# 500
Friends Groups	[✓ Yes] No	# 200

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☒ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ______________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 30 million From 1992-1993

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☒ Planned giving
3 ☒ Direct mail campaigns
4 ☒ Annual campaigns
☐ Other (specify) Capital Campaign

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ approximate $250,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Jane Winslow Phone: 415-557-4257

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: San Jose Public Library

Name of Person Completing the Survey: Jim Fish

Phone Number: 408-277-4826 Fax Number: 408-277-3187 Date: 9/20/95

Population Served by Your Library: 802,000

1993 Operating Budget: $ 14,500,000 1993 Capital Budget: $ 2,100,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

- 1 ☐ Library Board
- 2 ☐ Library Foundation Board
- 3 ☐ Endowment Trustees
- ☐ Other (specify)________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☐ Collections
- 2 ☐ Special Projects
- 3 ☐ Children's Services
- ☐ Other________

- 4 ☐ Capital expenditures
- ☐ Other________

4. How much money is in the endowment today? $________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$________

6. Approximately what percent of your endowment funds are restricted? ________%

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 76

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- 1 ☐ 1 - 2 years
- 2 ☐ 3 - 4 years
- 3 ☐ 5 - 6 years
- 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

- 1 ☐ Members frequently rotate from one board to the other
- 2 ☐ Boards are identical in membership
- 3 ☐ Boards have overlapping membership
- 4 ☐ Boards have totally differing memberships
- ☒ Other (specify) Different membership but with a Commission member as liaison to the Foundation Board
- 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

- 1 ☐ Executive Director and/or staff is on Foundation payroll
- 2 ☐ Executive Director and/or staff is on Library payroll.
- 3 ☒ Library staff provide support as part of library duties.
- 4 ☐ Volunteer staff
- 5 ☐ No dedicated staff
- ☐ Other (specify)________

4. What is the total FTE positions providing foundation support? # less than 1 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Sara Scribner, Asst City Librarian serves as liaison to Foundation Phone: 408-277-4822

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

Not as yet "actively engaged"

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	[✓ Yes]	No	# unk
Board of Trustees	Yes	No	#
Foundation Board	[✓ Yes]	No	# unk
Friends Groups	Yes	No	#

in support of Foundation effort.

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ____________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 170,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☒ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ____________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 65,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Supervising Librarian Alison Landers Phone: 408-277-4822

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Schaumburg Township District Library

Name of Person Completing the Survey: Michael Madden

Phone Number (708)-885-3373 Fax Number: (708) 885-8271 Date: 9/20/93

Population Served by Your Library: 124,000

1993 Operating Budget: $ 7,195,700.00 1993 Capital Budget: $ -0-

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☐ Collections
- 2 ☐ Special Projects
- 3 ☐ Children's Services
- ☐ Other__________
- 4 ☐ Capital expenditures
- ☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- 1 ☐ 1 - 2 years
- 2 ☐ 3 - 4 years
- 3 ☐ 5 - 6 years
- 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)__________
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? #________________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ____________________________ Phone: ____________________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☒ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☒ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes [✓ No]	#
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No]	#
Friends Groups	[✓ Yes] No	# 40

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ____________________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$____________________

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ____________________________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 4,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Robert Milleri Phone: (708) 332-3698

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Skokie Public Library

Name of Person Completing the Survey: Carolyn A Anthony

Phone Number: 708 673 [illegible] Fax Number: 708-673-7797 Date: 9/20/93

Population Served by Your Library: 59,432

1993 Operating Budget: $ $4,246,200 1993 Capital Budget: $ 453,000.
(inc $200,000 for payment of capital debt)

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board 3 ☐ Endowment Trustees
2 ☐ Library Foundation Board ☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other__________
4 ☐ Capital expenditures
☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19________

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify) __________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify) __________

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4. What is the total FTE positions providing foundation support? #_______________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________________ Phone: ______________________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☒ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☒ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising. This is a bit misleading, [illegible] reflects time spent directly in meetings with [illegible] [illegible] [illegible] [illegible] Director [illegible] [illegible] [illegible] Director & Board [illegible] [illegible] [illegible] (not ex. 250 hrs [illegible] Director.

	Involved (Please circle)		Approximate # of Hours/Year
Director	[✓ Yes]	No	# 15
Board of Trustees	[✓ Yes]	No	# 3
Foundation Board	Yes	No	#
Friends Groups	Yes	No	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ______________________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 5819.

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☒ Other (specify) Recruitment of support [illegible] business. [illegible] (cards [illegible]) [illegible] or library materials in honor of someone.

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☐ Yes 2 ☒ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ ______________________________

3. Please provide the name and phone number for your Friends staff contact person.

Name: ______________________________ Phone: ______________________________

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Evanston, IL 60201

URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

The intent of this Frequent Fast Facts Survey is to obtain a snapshot of current fund raising and financial development activities in member libraries. In addition to being inherently interesting, the data will be used in the ULC H.W. Wilson Foundation funded study on Private and Public Funding Issues for Public Libraries.

Library Name: Spokane Public Library

Name of Person Completing the Survey: Daniel E. Walters

Phone Number: (509) 625-6770 Fax Number: (509) 625-6794 **Date:** 9/25/93

Population Served by Your Library: 34,000

1993 Operating Budget: $ 5.6 Million 1993 Capital Budget: $ 20 Million

* *

Endowment Issues

1. Does your library have an endowment? ☐ Yes ☑ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify) ______

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☐ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☐ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☐ Other ______
- ☐ Capital expenditures
- ☐ Other ______

4. How much money is in the endowment today? $______

5. How much money from the endowment was used by the library in the most recent fiscal year?

$______

6. Approximately what percent of your endowment funds are restricted? ______%

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☑ No

b. If "Yes," in what year was the foundation established? 19 IN Process { Articles of Incorporation drafted / By laws drafted

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- ☑ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☑ Other (specify) Foundation [illegible] will have Board & staff (Library Director) representation
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☑ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify) May hire staff [illegible] first [illegible]

4. What is the total FTE positions providing foundation support? # ________________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________ Phone: ______________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☐ Yes ☑ No

2. How has your level of fund raising activity changed over the past 10 years?

☐ Increased ☑ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☑ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes [✓ No]	#
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No]	#
Friends Groups	[✓ Yes] No	# 500

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☒ No direct relationship
☐ Other (specify) ______________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$25,000

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☐ Direct mail campaigns
☐ Annual campaigns
☐ Other (specify) ______________________

Friends Groups

1. Does your library have a "Friends of the Library" group? ☑ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$500

3. Please provide the name and phone number for your Friends staff contact person.

Name: Dolly Rohendefer Phone: (509) 625-6778

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
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Library Name: Sunnyvale Public Library

Name of Person Completing the Survey: Beverley Simmons

Phone Number: 408/730-7315 Fax Number: 408/735-8767 Date: 9/20/93

Population Served by Your Library: 122,100

1993 Operating Budget: $ 4,332,387 1993 Capital Budget: $ 0

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☒ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☐ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify) ______

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
   - 1 ☐ Collections
   - 2 ☐ Special Projects
   - 3 ☐ Children's Services
   - ☐ Other ______

   - 4 ☐ Capital expenditures
   - ☐ Other ______

4. How much money is in the endowment today? $ ______

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ ______

6. Approximately what percent of your endowment funds are restricted? ______ %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - 1 ☒ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify) ______
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify) ______

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4. What is the total FTE positions providing foundation support? # ______ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______ Phone: ______

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 50
Board of Trustees	Yes [✓ No]	#
Foundation Board	Yes [✓ No]	#
Friends Groups	Yes [✓ No]	#

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☒ Other (specify) unknown at this point

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 200,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☒ Other (specify) excepted an unsolicited bequest.

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 7,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: Susan Denniston Phone: 408/730-7314

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Tacoma Public Library

Name of Person Completing the Survey: Darrell D. Matz, Assistant Director, Mgmt. Services

Phone Number: (206) 591-5612 Fax Number: (206) 591-5470 Date: 9/21/93

Population Served by Your Library: 180,000

1993 Operating Budget: $ 6,166,108 1993 Capital Budget: $ 1,480,499

* *

Endowment Issues

1. Does your library have an endowment? 1 ☐ Yes 2 ☑ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☐ Library Board
2 ☐ Library Foundation Board
3 ☐ Endowment Trustees
☐ Other (specify)__________

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other__________
4 ☐ Capital expenditures
☐ Other__________

4. How much money is in the endowment today? $__________

5. How much money from the endowment was used by the library in the most recent fiscal year?

$__________

6. Approximately what percent of your endowment funds are restricted? __________%

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☑ No

b. If "Yes," in what year was the foundation established? 19______

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

1 ☑ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)__________
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)__________

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4. What is the total FTE positions providing foundation support? # ______ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______ Phone: ______

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☑ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☑ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☑ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes [✓ No]	# ______
Board of Trustees	Yes [✓ No]	# ______
Foundation Board	Yes [✓ No]	# ______
Friends Groups	Yes [✓ No]	# ______

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☑ No direct relationship
4 ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 16,750

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☑ Other (specify) gifts/wills/[illegible]

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☐ Yes 2 ☑ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ ______

3. Please provide the name and phone number for your Friends staff contact person.

Name: ______ Phone: ______

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Toledo-Lucas County Public Library

Name of Person Completing the Survey: David M. Noel

Phone Number: 419/259-5266 Fax Number: 419/255-1332 Date: 9/28/93

Population Served by Your Library: 462,361

1993 Operating Budget: $ 19,272,965.68 1993 Capital Budget: $ 2,500,000.00

* * *

Endowment Issues

1. Does your library have an endowment? ☒ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☒ Library Board
   - ☒ Library Foundation Board
   - ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☒ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☒ Collections
- ☐ Special Projects
- ☐ Children's Services
- ☒ Other as deemed necessary/desired
- ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 550,000 - library endowment $225,000 - foundation endowment

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 50,000

6. Approximately what percent of your endowment funds are restricted? 34 % library endowment
   88% foundation endowment

Foundation Issues

1a. Does your library have a foundation? ☒ Yes ☐ No

b. If "Yes," in what year was the foundation established? 19 90

c. If "No," do you anticipate establishing a foundation within the next... *(After answering, please skip to "General Fund Raising Issues")*
   - ☐ 1 - 2 years
   - ☐ 3 - 4 years
   - ☐ 5 - 6 years
   - ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☒ Other (specify) 12 members (2 library board reps, 2 Friends of the Library reps, 8 "community reps")
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☒ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # 1.25 FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: Gretchen Kincaid Phone: 419/259-5266

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☒ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	#100
Board of Trustees	Yes [✓ No]	#
Foundation Board	[✓ Yes] No	# 8 per trustee
Friends Groups	[✓ Yes] No	#200 for entire group

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 10,000

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☒ Direct mail campaigns
4 ☒ Annual campaigns
☒ Other (specify) Project-specific, e.g. Summer Reading Club

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 17,000

3. Please provide the name and phone number for your Friends staff contact person.

Name: David M. Noel Phone: 419/259-5266

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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Library Name: Topeka and Shawnee County Public Library

Name of Person Completing the Survey: James Rhodes, Development Officer

Phone Number: (913) 231-0507 Fax Number: (913) 233-2055 Date: Sept. 23, 1993

Population Served by Your Library: 165,000

1993 Operating Budget: $ 5,000,000 1993 Capital Budget: $

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment? Several separate ones.

   1 ☒ Library Board
   2 ☒ Library Foundation Board
   3 ☐ Endowment Trustees
   ☒ Other (specify) Director of library

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☒ Yes 2 ☐ No

b. If "Yes," how can the money be used?

   Operating Budget:
   1 ☒ Collections
   2 ☒ Special Projects
   3 ☒ Children's Services
   ☐ Other

   4 ☒ Capital expenditures
   ☐ Other

4. How much money is in the endowments today? $ 388,230

5. How much money from the endowments was used by the library in the most recent fiscal year?
   $ 21,423 (in 1992)

6. Approximately what percent of your endowment funds are restricted? 75 %

Foundation Issues

1a. Does your library have a foundation? 1 ☒ Yes 2 ☐ No

b. If "Yes," in what year was the foundation established? 19 83

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

   1 ☐ 1 - 2 years
   2 ☐ 3 - 4 years
   3 ☐ 5 - 6 years
   4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

   1 ☐ Members frequently rotate from one board to the other
   2 ☐ Boards are identical in membership
   3 ☐ Boards have overlapping membership
   4 ☒ Boards have totally differing memberships
   ☐ Other (specify)
   5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

   1 ☐ Executive Director and/or staff is on Foundation payroll
   2 ☐ Executive Director and/or staff is on Library payroll.
   3 ☐ Library staff provide support as part of library duties.
   4 ☒ Volunteer staff
   5 ☒ No dedicated staff
   ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # 0 FTE

5. What is the name and phone number of the chief staff person for the foundation? No staff currently.

Name: David Leamon, Executive Director of the Library Phone: (913) 231-0580

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

   1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

   1 ☒ Increase greatly! 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# Director is new, but plans to be quite involved with Development officer in fund raising
Board of Trustees	Yes [✓ No]	# 0
Foundation Board	Yes [✓ No] at present	# 0
Friends Groups	[✓ Yes] No book sale yearly	# ?

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

   1 ☐ When private funds go up, public funds go down.
   2 ☐ When private funds go up, public funds go up.
   3 ☐ No direct relationship
   4 ☒ Other (specify) Too early to tell for us.

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

   $ Under $10,000

7. Which of the following fund raising activities did your library engage in last year?

   1 ☐ Anniversary celebrations
   2 ☐ Planned giving
   3 ☐ Direct mail campaigns
   4 ☐ Annual campaigns
   ☒ Other (specify) None, but will this year!

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

   $ 20,000 (approx.)

3. Please provide the name and phone number for your Friends staff contact person.

   Name: Mary Dean Byard Phone: (913) 231-0540

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws — Being revised at present.
b) Policies on use of private and general funds money
c) Policies on gifts — ~~Enclosed~~ Being revised at present

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Library Name: Tulsa City-County Library

Name of Person Completing the Survey: Pat Woodrum

Phone Number: 918 596-7897 Fax Number: 918 596-2641 Date: 9/20/93

Population Served by Your Library: 503,341

1993 Operating Budget: $10,220,000 1993 Capital Budget: $

* *

Endowment Issues

1. Does your library have an endowment? ☑ Yes ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - ☐ Library Board
   - ☐ Library Foundation Board
   - ☑ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? ☑ Yes ☐ No

b. If "Yes," how can the money be used?

Operating Budget:
- ☑ Collections
- ☑ Special Projects
- ☑ Children's Services
- ☑ Other Programs

- ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 4,800,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

   $ 240,000

6. Approximately what percent of your endowment funds are restricted? 90% %

Foundation Issues

1a. Does your library have a foundation? ☐ Yes ☐ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 - 6 years
- ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - ☐ Members frequently rotate from one board to the other
   - ☐ Boards are identical in membership
   - ☐ Boards have overlapping membership
   - ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - ☐ Executive Director and/or staff is on Foundation payroll
   - ☐ Executive Director and/or staff is on Library payroll.
   - ☐ Library staff provide support as part of library duties.
   - ☐ Volunteer staff
   - ☐ No dedicated staff
   - ☐ Other (specify)

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4. What is the total FTE positions providing foundation support? # ____________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________ Phone: ______________________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☐ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)		Approximate # of Hours/Year
Director	Yes	No	# ________
Board of Trustees	Yes	No	# ________
Foundation Board	Yes	No	# ________
Friends Groups	Yes	No	# ________

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☐ No direct relationship
4 ☐ Other (specify) ______________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ ______________________

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ______________________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☐ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ ______________________

3. Please provide the name and phone number for your Friends staff contact person.

Name: ______________________ Phone: ______________________

- Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
The deadline is September 30, 1993.
Please Fax to 708-866-9989 or return by mail to:
Urban Libraries Council
1800 Ridge Avenue
Evanston, IL 60201

URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
"FUND RAISING AND FINANCIAL DEVELOPMENT"

The intent of this Frequent Fast Facts Survey is to obtain a snapshot of current fund raising and financial development activities in member libraries. In addition to being inherently interesting, the data will be used in the ULC H.W. Wilson Foundation funded study on Private and Public Funding Issues for Public Libraries.

Library Name: WORCESTER PUBLIC LIBRARY

Name of Person Completing the Survey: Penelope B. Johnson

Phone Number: 508-799-1690 Fax Number: 508-799-1652 Date: 9/20/93

Population Served by Your Library: 169,759

1993 Operating Budget: $ 2,935,275 1993 Capital Budget: $ 125,000

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 ☒ Library Board 3 ☐ Endowment Trustees
2 ☐ Library Foundation Board ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☒ No

b. If "Yes," how can the money be used?

Operating Budget:
1 ☐ Collections
2 ☐ Special Projects
3 ☐ Children's Services
☐ Other

4 ☐ Capital expenditures
☐ Other

4. How much money is in the endowment today? $ 2,940,000

5. How much money from the endowment was used by the library in the most recent fiscal year?

$ 146,800

6. Approximately what percent of your endowment funds are restricted? 9½ %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")

1 ☐ 1 - 2 years
2 ☐ 3 - 4 years
3 ☐ 5 - 6 years
4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 ☐ Members frequently rotate from one board to the other
2 ☐ Boards are identical in membership
3 ☐ Boards have overlapping membership
4 ☐ Boards have totally differing memberships
☐ Other (specify)
5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 ☐ Executive Director and/or staff is on Foundation payroll
2 ☐ Executive Director and/or staff is on Library payroll.
3 ☐ Library staff provide support as part of library duties.
4 ☐ Volunteer staff
5 ☐ No dedicated staff
☐ Other (specify)

4. What is the total FTE positions providing foundation support? # __________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: __________ Phone: __________

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? ☒ Yes ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

☒ Increased ☐ About the Same ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

☒ Increase ☐ About the Same ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# 125
Board of Trustees	[✓ Yes] No	# 50
Foundation Board	Yes No	# -
Friends Groups	[✓ Yes] No	# 200

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

☐ When private funds go up, public funds go down.
☐ When private funds go up, public funds go up.
☐ No direct relationship
☒ Other (specify) Worcester had its first fund raising appeal to the public in 1991-92 following extreme budget cuts. Its success led to increased muncipal funding.

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 20,000--this followed our first public appeal and the decision was to do minimal fund raising for this year.

7. Which of the following fund raising activities did your library engage in last year?

☐ Anniversary celebrations
☐ Planned giving
☒ Direct mail campaigns
☐ Annual campaigns
☐ Other (specify) __________

Friends Groups

1. Does your library have a "Friends of the Library" group? ☒ Yes ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 15,500.

3. Please provide the name and phone number for your Friends staff contact person.

Name: __________ Phone: __________

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

THANK YOU FOR YOUR COOPERATION!
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Library Name: Yonkers Public Library

Name of Person Completing the Survey: Jacqueline Winslow Miller, Director

Phone Number: 914-337-1500 Fax Number: 914-963-2301 Date: 09/27/93

Population Served by Your Library: 188,082

1993 Operating Budget: $ 4,301,523 (1993/94) 1993 Capital Budget: $ 0

* *

Endowment Issues

1. Does your library have an endowment? 1 [X] Yes 2 [ ] No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?

1 [X] Library Board 3 [ ] Endowment Trustees
2 [ ] Library Foundation Board [ ] Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 [X] Yes 2 [ ] No

b. If "Yes," how can the money be used?

Operating Budget:
1 [X] Collections
2 [ ] Special Projects
3 [ ] Children's Services
[ ] Other

4 [ ] Capital expenditures
[ ] Other

4. How much money is in the endowment today? $ 95,269

5. How much money from the endowment was used by the library in the most recent fiscal year?
$ 6,965

6. Approximately what percent of your endowment funds are restricted? 100 %

Foundation Issues

1a. Does your library have a foundation? 1 [ ] Yes 2 [X] No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
1 [ ] 1 - 2 years
2 [ ] 3 - 4 years
3 [ ] 5 - 6 years
4 [ ] More than 6 years

Do not anticipate establishing a foundation

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?

1 [ ] Members frequently rotate from one board to the other
2 [ ] Boards are identical in membership
3 [ ] Boards have overlapping membership
4 [ ] Boards have totally differing memberships
[ ] Other (specify)
5 [ ] Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?

1 [ ] Executive Director and/or staff is on Foundation payroll
2 [ ] Executive Director and/or staff is on Library payroll.
3 [ ] Library staff provide support as part of library duties.
4 [ ] Volunteer staff
5 [ ] No dedicated staff
[ ] Other (specify)

4. What is the total FTE positions providing foundation support? # ________________ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______________________________ Phone: ______________________________

General Fund Raising Issues The Yonkers Public Library does not actively engage in fund raising. We are, however, the recipient of occasional gifts & bequests.

1. Is your library actively engaged in raising money from the private sector? 1 ☐ Yes 2 ☒ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☐ Increased 2 ☒ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☒ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	Yes No	# ________
Board of Trustees	Yes No	# ________
Foundation Board	Yes No	# ________
Friends Groups	Yes No	# ________

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ______________________________

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 100

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) ______________________________

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ 521

3. Please provide the name and phone number for your Friends staff contact person.

Name: Carolyn Weiner, Community Services Coor. Phone: 914-337-1500, ext. 420

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts

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URBAN LIBRARIES COUNCIL
Frequent Fast Facts Survey
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Library Name: Public Library of Youngstown & Mahoning County

Name of Person Completing the Survey: Theresa A. Trucksis

Phone Number: (216) 744-8636 Fax Number: (216) 744-2258 Date: 9/20/93

Population Served by Your Library: 277,018

1993 Operating Budget: $ 8,905,972 1993 Capital Budget: $ 1,803,495

* *

Endowment Issues

1. Does your library have an endowment? 1 ☒ Yes 2 ☐ No (Please skip to "Foundation Issues")

2. Who controls the funds from the endowment?
   - 1 ☒ Library Board
   - 2 ☐ Library Foundation Board
   - 3 ☐ Endowment Trustees
   - ☐ Other (specify)

3a. Do you have formal/official guidelines on how your endowment money can be spent? 1 ☐ Yes 2 ☐ No
Unwritten guidelines

b. If "Yes," how can the money be used?

Operating Budget:
- 1 ☒ Collections
- 2 ☒ Special Projects
- 3 ☐ Children's Services
- ☐ Other For activities that cannot be supported from operating budget. Also as designated by donors. Only interest is expended.

- 4 ☐ Capital expenditures
- ☐ Other

4. How much money is in the endowment today? $ 1,150,250 non-expendable
265,702 expendable

5. How much money from the endowment was used by the library in the most recent fiscal year?
$ 56,665.00

6. Approximately what percent of your endowment funds are restricted? 80 %

Foundation Issues

1a. Does your library have a foundation? 1 ☐ Yes 2 ☒ No

b. If "Yes," in what year was the foundation established? 19

c. If "No," do you anticipate establishing a foundation within the next...
(After answering, please skip to "General Fund Raising Issues")
   - 1 ☐ 1 - 2 years
   - 2 ☐ 3 - 4 years
   - 3 ☐ 5 - 6 years
   - 4 ☐ More than 6 years

2. Which of the following statements best describes the relationship between the Foundation Board and the Library Board?
   - 1 ☐ Members frequently rotate from one board to the other
   - 2 ☐ Boards are identical in membership
   - 3 ☐ Boards have overlapping membership
   - 4 ☐ Boards have totally differing memberships
   - ☐ Other (specify)
   - 5 ☐ Do not have a foundation board/library board

3. Which of the following best describes how staff support is provided for your foundation?
   - 1 ☐ Executive Director and/or staff is on Foundation payroll
   - 2 ☐ Executive Director and/or staff is on Library payroll.
   - 3 ☐ Library staff provide support as part of library duties.
   - 4 ☐ Volunteer staff
   - 5 ☐ No dedicated staff
   - ☐ Other (specify)

4. What is the total FTE positions providing foundation support? # ______ FTE

5. What is the name and phone number of the chief staff person for the foundation?

Name: ______ Phone: ______

General Fund Raising Issues

1. Is your library actively engaged in raising money from the private sector? 1 ☒ Yes 2 ☐ No

2. How has your level of fund raising activity changed over the past 10 years?

1 ☒ Increased 2 ☐ About the Same 3 ☐ Decreased

3. How do you expect the level of fund raising activity to change over the next 5-10 years?

1 ☐ Increase 2 ☒ About the Same 3 ☐ Decrease

4. For each person/group listed below, please indicate if they are involved in private fund raising for your library and the approximate number of hours per year each spends on fund raising.

	Involved (Please circle)	Approximate # of Hours/Year
Director	[✓ Yes] No	# ______
Board of Trustees (President)	[✓ Yes] No	# ______
Foundation Board	Yes No	# ______
Friends Groups	[✓ Yes] No	# ______

5. How would you describe the relationship between your public (tax) support and your private fund raising efforts?

1 ☐ When private funds go up, public funds go down.
2 ☐ When private funds go up, public funds go up.
3 ☒ No direct relationship
4 ☐ Other (specify) ______

6. Approximately how much private money did your library raise last year? (Do not count fines and fees.)

$ 90,000.00

7. Which of the following fund raising activities did your library engage in last year?

1 ☐ Anniversary celebrations
2 ☐ Planned giving
3 ☐ Direct mail campaigns
4 ☐ Annual campaigns
☐ Other (specify) Special project to furnish new branch.

Friends Groups

1. Does your library have a "Friends of the Library" group? 1 ☒ Yes 2 ☐ No

2. If "Yes," how much money did your library receive from the Friends Group(s) in the most recent fiscal year?

$ Information not available.

3. Please provide the name and phone number for your Friends staff contact person.

Name: Janet Loew Phone: (216) 744-8636

Along with your completed questionnaire, please send copies of the following documents if you are willing to share them.

a) Foundation bylaws
b) Policies on use of private and general funds money
c) Policies on gifts - Enclosed

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Evanston, IL 60201

Appendix A.

Foundation Bylaws

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(amended May 12, 1993)

BYLAWS OF
THE ATLANTA-FULTON PUBLIC LIBRARY FOUNDATION, INC.

ARTICLE ONE
DIRECTORS

1.1 Number. The affairs of the Corporation shall be controlled and administered by a Board of Directors consisting of at least five (5) and no more than fifteen (15) members, as shall be fixed from time to time by resolution of the Directors.

1.2 Composition. The Board of Trustees of The Atlanta-Fulton Public Library (the "Library") shall, except for the initial Directors, elect or appoint one more than half of the members of the Board of Directors of the Corporation. The remaining members of the Board of Directors shall be elected by the then existing Board of Directors of the Corporation. Of the remaining members of the Board of Directors elected by the Corporation, one seat shall be held by either the Chairman or the President of the Board of Directors of the Friends of the Atlanta-Fulton Public Library. At all times a majority of the members of the Board of Directors of the Corporation shall consist of individuals who were elected or appointed by the Board of Trustees of the Library.

1.3 Term. The term of all Directors elected or appointed by the Board of Trustees of the Library shall be four (4) years. The initial term for all other Directors shall be two (2) years, with four (4) year terms thereafter.

1.4 Election. One more than half of the Directors shall be elected or appointed by action of the Board of Trustees of the Library, acting at such time and in such manner as Board of Trustees of the Library so decides. Other Directors shall be elected by majority vote of the then existing Board of Directors.

1.5 Qualifications of Directors. In addition to the qualifications otherwise stated herein, a Director of the Corporation shall be any natural person of the age of eighteen (18) years or older, but the number of Directors who are "disqualified persons" other than as "foundation managers" as defined in section 4946 of the Internal Revenue Code shall at all times be less than fifty (50) percent of the total number of Directors comprising the Board of Directors.

1.6 Resignation. A Director may resign at any time by giving written notice to the Chairman or Secretary. Such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein.

1.7 Disqualification and Removal. If any Director fails to attend three (3) consecutive meetings of the Board without an adequate reason for his or her absence, his or her seat may be declared vacant by a majority of the Board. For any reason other than absence from three (3) consecutive meetings, Directors who are elected or appointed by the Board of Trustees of the Library may only be removed by the Board of Trustees of the Library. Other Directors may be removed by majority vote of the Board of Directors when in its judgment such removal would be in the best interest of the Corporation.

1.8 Vacancy. Any vacancy or vacancies arising in the Board because of death, resignation, removal, disqualification, an increase in the number of Directors, or any other reason, shall be filled as provided in section 1.4, and each person so elected shall be a Director to serve for the balance of the unexpired term.

1.9 Compensation. Directors, as such, shall not receive any stated salary for their services, but they shall be entitled to the reimbursement of reasonable expenses, if any, incurred by them as Directors, and nothing herein shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefor.

1.10 Committees of Directors. The Board of Directors, by resolution adopted by the entire Board, may designate from among its members one or more committees, including an Executive Committee which shall have the full power and authority of the Board except as limited in these Bylaws; each such committee to consist of two (2) or more Directors, and each of which, to the extent provided herein or in such resolution, shall have the authority of the Board. However, no such committee shall have authority as to any of the following matters:

(a) the dissolution, merger, or consolidation of the Corporation;

(b) the amendment of the Articles of Incorporation; or the sale, lease or exchange of all or substantially all of the property of the Corporation;

(c) the designation of any such committee or changing the number of Directors on the Board of Directors or the filling of vacancies in any committee;

(d) the amendment or repeal of the Bylaws or the adoption of new Bylaws; or

(e) the amendment or repeal of any resolution of the Board which by its terms cannot be amended or repealed except by action of the Board.

1.11 Fiscal Agent; Investment Advisor. The Directors of the Corporation may, by a majority vote and in their discretion, appoint any bank or trust company having its principal office in the United States and having a capital and surplus of not less than $10,000,000 as fiscal agent of the Corporation and delegate to such bank or trust company the custody and routine management of the Corporation's funds, subject to the direction and supervision of the Directors. The Directors may likewise delegate to such a bank or trust company or to an investment manager or advisor the powers and duties to invest and reinvest the Corporation's funds subject to the direction and supervision of the Directors.

ARTICLE TWO

MEETINGS

2.1 Place. Meetings of the Board of Directors and any committees thereof may be held at such place, within or without the State of Georgia, as the Chairman of the Board or committee, as the case may be, may from time to time determine.

2.2 Time. The Board of Directors shall meet annually each year at a time, date, and place which shall be fixed by the Chairman, and such meeting shall be called the Annual Meeting. Special meetings may be called by the Chairman or upon the written request of one-fifth (1/5) of the membership of the Board of Directors.

2.3 Notice. Written notice of the time and place of each Annual Meeting shall be mailed to all Directors at least two (2) weeks in advance of the meeting. Notice of the time, place and purpose of each special meeting of the Board shall be mailed to each Director at least five (5) days in advance of such a meeting or conveyed personally or by telephone, telegraph or telex at least forty-eight (48) hours in advance of the meeting. The notice of a meeting pursuant to the written request of one-fifth (1/5) of the members of the Board shall specify the object or objects for which the meeting is called, and the Board shall be restricted at such meeting to the transaction of the business specified in the notice.

2.4 Notice: What Constitutes. Whenever written notice is required to be given to any Director under the provisions of these Bylaws, it may be given to such person, either personally or by sending a copy thereo by first class mail, postage prepaid, or by telegraph or telex, charges prepaid, to the address of record supplied to the Corporation for the purpose of notice. If the notice is sent by mail or by telegraph, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or with a telegraph office for transmission to such person. A notice of meeting shall specify the place, day and hour of the meeting and any other information required by law or these Bylaws. When a meeting is adjourned, each Director shall be given at least one day's notice in person or by telegraph or telex of the time and place of the adjourned meeting.

2.5 Waiver of Notice. Whenever any written notice is required to be given, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated herein, shall be deemed equivalent to the giving of such notice. Neither the business to be transacted at nor the purpose of a meeting need be specified in the waiver of notice of such meeting.

Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting, by written notice delivered to the Secretary at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

2.6 Quorum: Action Without Meeting. A majority of the Directors in office shall be present at each meeting in order to constitute a quorum for the transaction of business. Every Director shall be entitled to one vote. Except as otherwise specified in the Articles or these Bylaws or provided by statute, the acts of a majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board. In the absence of a quorum, a majority of the Directors present and voting may adjourn the meeting from time to time until a quorum is present. The Directors shall act only as a Board and the individual Directors shall have no power as such, except that any action which may be taken at a meeting of the Board of Directors or any committee thereof may be taken without a meeting, if a consent or consents in writing setting forth the action so taken shall be signed by all of the Directors then serving on the Board or committee, as the case may be, and filed with the Secretary of the Corporation.

2.7 Telephonic Meeting. Members of the Board or any committee thereof may participate in any meeting of the Board or any committee thereof by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at such meeting.

ARTICLE THREE

OFFICERS

3.1 Officers; Election. The Board of Directors shall elect from among its members a Chairman of the Board and a Vice Chairman of the Board. The Board of Directors shall elect an President, a Secretary and a Treasurer, and may elect one or more Vice Presidents or assistant officers. Except as hereinafter provided, two or more offices may be held by the same person, except the offices of President and Secretary.

(a) The Secretary of the Corporation shall at all times be the Director of the Library.

(b) The Treasurer, President, any Vice Presidents and any assistant officers may, but need not, be members of the Board of Directors of the Corporation or members or employees of the Library.

3.2 Chairman of the Board. The Chairman of the Board shall preside at all meetings of the Board of Directors.

3.3 Vice Chairman of the Board. The Vice Chairman of the Board shall perform such duties and exercise such powers as the Chairman of the Board or the Board of Directors shall request or delegate. In the event of the absence of the Chairman, the Vice Chairman shall preside at all meetings of the Board of Directors of the Corporation. He or she shall have the power to delegate the authority to preside at such meetings to any other person.

3.4 President. The President shall be responsible for the administration of the Corporation, including general supervision of the policies of the Corporation and general and active management of the financial affairs of the Corporation. He or she shall have the authority to execute bonds, mortgages or other contracts, agreements or instruments under the seal of the Corporation. The President shall have the authority to institute or defend legal proceedings when the Directors are deadlocked.

3.5 Secretary. The Secretary shall keep minutes of all meetings of the Board of Directors and have charge of the minute books and seal of the Corporation, shall have the authority to certify as to the corporate books and records, and shall perform such other duties and have such other powers as may from time to time be delegated to him or her by the President or the Board of Directors.

3.6 Treasurer. The Treasurer shall be charged with the management of the financial affairs of the Corporation. He or she shall in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the President or the Board of Directors.

3.7 Vice President. The Vice President, if any, shall perform such duties and exercise such powers as the President or the Board of Directors shall request or delegate and, unless the Board of Directors otherwise provides, shall perform such other duties as are generally performed by vice presidents with equivalent restrictions, if any, on title. In the absence of the President or in the event of his death or inability to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President provided, however, that if there is more than one Vice President, any Vice President shall have the authority to execute bonds, mortgages or other contracts or agreements under the seal of the Corporation, subject to all the restrictions upon the President relating to such functions, but all other duties of the President shall be performed by the Vice President designated at the time of his election, or in the absence of any designation, then in the order of election (or if more than one Vice President is elected at the same meeting, in the order in which they are listed in the resolution electing them), and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

3.8 Appointment of Agents. The Board of Directors or the President may appoint one or more agents, as the Board of Directors or the President may determine. Any such agent so appointed shall perform such duties as the action appointing him provides.

3.9 Removal of Officers and Agents. Any officer, assistant officer or agent elected or appointed by the Board of Directors may be removed by the Board whenever in its judgment the best interests of the Corporation will be served thereby. Any agent appointed by the President may be removed by the President or by the Board of Directors whenever in his or its judgment the best interests of the Corporation will be served thereby.

3.10 Vacancies. Any vacancy, however occurring, in any office may be filled by the Board of Directors.

3.11 Compensation. The officers of the Corporation shall be entitled to such compensation for their services as is approved by the Board of Directors, and the officers shall be entitled to the reimbursement of reasonable expenses, if any, incurred by thewm as officers, and nothing herein shall be construed to preclude any officer from serving the Corporation in any other capacity and receiving compensation therefor (other than as a Director). The compensation of other employees, if any, of the Corporation shall be fixed by the Board of Directors, and the compensation of any agent or consultant shall either be so fixed or shall be fixed by the President or other officer of the Corporation.

ARTICLE FOUR

SEAL

4.1 The seal of the Corporation shall be in such form as the Board of Directors may from time to time determine. In the event it is inconvenient to use such a seal at any time, the signature of the Corporation following the word "Seal" enclosed in parentheses or scroll, shall be deemed the seal of the Corporation. The seal shall be in the custody of the Secretary and affixed by him or her on such papers as may be directed by law, by these Bylaws or by the Board of Directors.

ARTICLE FIVE

INDEMNIFICATION

5.1 The Corporation may, by resolution, indemnify and hold harmless each person who shall serve at any time hereafter as a Director, officer or agent of the Corporation from and against any and all claims and liabilities to which such person shall become subject by reason of his or her having heretofore or hereafter been a Director, officer, employee or agent, and shall reimburse such person for all legal and other expenses reasonably incurred by him or her in connection with any such claim or liability; provided, however, that no such person shall be indemnified against, or be reimbursed for, any expense incurred in connection with any claim or liability arising out of his or her own gross negligence or willful misconduct.

The right accruing to any person under the foregoing provisions of this article shall not exclude any other right to which he or she may be lawfully entitled, nor shall anything herein contained restrict the right of the Corporation to indemnify or reimburse such person in any property case even though not specifically herein provided for. The Corporation, its Directors, officers, employees, and agents shall be fully protected in taking any action or making any payment under this article or in refusing to do so in reliance upon the advice of counsel to the Corporation.

ARTICLE SIX

AMENDMENT

6.1 The Board of Directors shall have the power by a majority vote of the Directors then in office to alter, amend or repeal the Bylaws or adopt new bylaws, provided that the Bylaws at no time shall contain any provision inconsistent with law or the Articles of Incorporation.

* * *

BALTIMORE COUNTY PUBLIC LIBRARY FOUNDATION, INC.

BY-LAWS

ARTICLE I

OFFICES

Section 1. Principal Office. The principal office of the Corporation shall be Towson, Maryland 21204.

Section 2. Other Offices. The Corporation may also have an office or offices in such other place or places as the business of the Corporation may require and the Board of Directors may from time to time appoint.

ARTICLE II

MEMBERSHIP

Section 1. Types of Membership. The Corporation shall have two classes of members, namely:

(a) Voting Members who shall be members of the Board of Directors.

(b) Associate Members who shall be non-voting members of various classes or categories established by a vote of the Board of Directors from time to time to recognize individuals or entities who have provided support to the Foundation.

Section 2. Rights of Members. The right of a Board member to vote and all of his or her other rights and interest in the organization of both members of the Board of Directors and Associate Members shall cease on the termination of his or her membership. Neither a member of the Board of Directors nor an Associate Member shall be entitled to share in any distribution of corporate assets upon the dissolution of the organization's corporate structure.

Section 3. Application and Membership. Members of the Board of Directors shall be the Board Members of the Corporation.

ARTICLE III

MEMBERSHIP MEETINGS

Section 1. Annual Meeting. The Corporation shall hold an annual meeting to elect officers and directors and transact any other business within its powers either at 12 noon of the third Wednesday in May in each year, of not a legal holiday, or at such other time on such other day as shall be set by the Board of Directors. Except as the Charter or statute provides otherwise, any business may be considered at an annual meeting without the purpose of the meeting having been specified in the notice. Failure to hold an annual meeting does not invalidate the Corporation's existence or affect any otherwise valid corporate acts.

Section 2. Special Meetings. At any time in the interval between meetings, a special meeting of the Membership may be called by the Chairman of the Board or the President or by a majority of the board of Directors by vote at a meeting, or in writing (addressed to the Secretary of the Corporation) with or without a meeting.

Section 3. Place of Meetings. Meetings of the Membership shall be held at such places in the State of Maryland - Baltimore County as are set from time to time by the Board of Directors.

Section 4. Notice of Meeting; Waiver of Notice. Not less than thirty (30) nor more than ninety (90) days before each meeting of the Membership, the Secretary shall give written notice of the meeting to each member entitled to attend the meeting. The notice shall state the time and place of the meeting and, if the meeting is a special meeting or notice of the purpose is required by statute, the purpose of the meeting.

Section 5. Quorum; Voting. Unless statute or the Charter provides otherwise, at a meeting of the Membership, the presence in person of a majority of the members entitled to vote constitutes a quorum and a majority of all the votes cast at a meeting at which a quorum is present is sufficient to approve any matter which properly comes before the meeting. In the absence of a quorum, the members entitled to vote present in person, by majority vote and without notice other than by announcement, may adjourn the meeting until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted at the meeting as originally notified.

Section 6. Voting Rights. At every meeting of members, each Board member shall be entitled to one (1) vote in person.

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ARTICLE IV

BOARD OF DIRECTORS

Section 1. Function of Directors. The Board of Directors of the corporation shall manage its business affairs. The Board of Directors may exercise all powers of the Corporation except those reserved by statute, the Charter, or By-Laws.

Section 2. Number of Directors. The Corporation shall have at least seven (7) directors at all times. A majority of the entire Board of Directors may alter the number of directors set by the Charter not exceeding twenty-five (25).

Section 3. Removal of Director. Any member of the Board of Directors shall be removed when after they, without good cause, fail to attend three (3) consecutive duly called meetings of the Board of Directors by an affirmative vote of the majority of Board members in attendance at a duly called meeting.

Section 4. Regular Meetings. The Board of Directors shall meet on such a date and at any place in the State of Maryland - Baltimore County as may be designated from time to time by a majority of the Board of Directors.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called at any time by the chairman of the Board or the President or by a majority of the Board of Directors by vote at a meeting, or in writing with or without a meetings. A special meeting may be held on such date and time at any place within the State of Maryland as may be designated from time to time by the Board of Directors.

Section 6. Notice of Meeting. Except as provided in Section 4 the Secretary shall give notice to each director of each regular and special meeting of the Board of Directors. The notice shall state the time and place of the meeting. notice is given to a director when it is delivered personally to him, left at his residence or usual place of business, or sent by mail, telegraph, or telephone, at least seven (7) days before the scheduled time of the meeting. Unless the By-laws or a resolution of the Board of Directors provide otherwise, the notice need not state the business to be transacted at or the purposes of any regular or special meeting of the Board of Directors. Any meeting of the Board of Directors, regular or special, may adjourn from time to time to reconvene at the same or some other place, and no notice need be given of any such adjourned meeting other than by announcement.

Section 7. Action of Directors. Unless statute or the charter or By-laws require a greater portion, the action of the majority of the directors present at a meeting at which a quorum is present is action of the Board of Directors. In the absence of a quorum, the directors present by majority vote and without notice other than by announcement may postpone action for a reasonable time or adjourn the meeting from time to time until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted at the meeting as originally notified. Any action required or permitted to be taken at a meeting of the Board of Directors or of a Committee of the Board may be taken

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without a meeting, if an unanimous written consent which sets forth the action is signed by each member of the Board or Committee and filed with the minutes of proceedings of the Board or Committee.

Section 8. Meeting by Conference Telephone. Action taken by members of the Board of Directors in a meeting by means of a conference telephone or similar communications equipment must be ratified by a subsequent duly called meeting of the Board of Directors.

Section 9. Compensation. The Board of Directors shall not be compensated for attending meetings of the Board of Directors. Members of the Board of Directors may be compensated for expenses incurred while acting in an assigned capacity for the Board of Directors pursuant to a resolution of the Board of Directors. No member of the Board of Directors shall endorse or accept any produce service or benefit from a private commercial vendor to the Baltimore County Public Library or the Baltimore County Public Library Foundation, Inc. A director who serves the Corporation in any other capacity may receive compensation for such other services, pursuant to a resolution of the Board of Directors.

Section 10. Composition. Directors shall be selected, appointed, or elected in the following manner:

(a) One Director shall be the President of the Baltimore County Public Library Board of Trustees;

(b) One Director shall be elected by the Baltimore County Public Library Board of Trustees from its membership;

(c) One Director shall be the Director of the Baltimore County Public Library System;

(d) One Director shall be designated by the various "Friends of the Public Library" organizations which are officially recognized by the Baltimore County Public Library Board of Trustees as library support organizations;

(e) The remaining Directors shall be nominated and elected by the Board of Directors. Such Directors (Board Elected Directors) shall be elected by a majority vote of the Board of Directors present at the annual meeting of the Board of Directors. Board Elected Directors shall be elected from a slate of candidates nominated from the floor. At the first annual meeting, two (2) of the Board Elected Directors will be elected for terms of two (2) years and the remaining Board Elected Director will be elected for a term of one (1) year. Terms of Board Elected Directors elected at subsequent annual meetings shall be two (2) years.

ARTICLE V

OFFICERS

Section 1. Executive Officers. The Corporation shall have a President, a Vice President, a Secretary and a Treasurer. A person may not hold more than one office in the Corporation.

Section 2. President. The President shall preside at all meetings of the Board of Directors at which he/she shall be present; he/she shall not be an employee of Baltimore County and shall have general charge and supervision of the assets and affairs of the Corporation; he/she may sign and execute, in the name of the Corporation, all authorized deeds, mortgages, bonds, contracts and other instruments, except in cases in which the signing and execution thereof shall have been expressly delegated to some other officer or agent of the Corporation; and, in general he/she shall perform all duties incident to the office of the President of the Corporation, and such other duties as may from time to time be assigned to him/her by the Board of Directors.

Section 3. Vice President. The Vice President, at the request of the President or in his/her absence or during his/her inability to act, shall perform the duties as exercise the function of the President, and when so action shall have the powers of the President. The Vice President shall have such other powers to perform such other duties, and have additional descriptive designations in their titles (if any), as may be assigned by the Board of Directors or the President.

Section 4. Secretary. The Secretary shall keep the minutes of the meeting and the Board of Directors, in books provided for the purpose; he/she shall see that all notices are duly given in accordance with the provisions of the By-laws or as required by law; he/she shall witness all documents on behalf of the Corporation, the execution of which is duly authorized, see that the Corporate seal is affixed where such document is required to be under seal, and, when so affixed, may attest the same and, in general, he/she shall perform all duties incident to the office of a Secretary of the

Corporation, and such other duties as may from time to time be assigned to him/her by the Board of Directors or the President.

Section 5. Treasurer. The Treasurer shall have charge of an be responsible for all funds, securities, receipts and disbursements of the Corporation, and shall deposit, or cause to be deposited, in the name of the Corporation, all monies or other valuable effects in such banks, trust companies, or other depositories as shall, from time to time, be selected by the Board of Directors; he/she shall render to the President and the Board of Directors, whenever requested, an account of the financial condition of the Corporation; and, in general, he/she shall perform all the duties incident to the office of treasurer of the Corporation, and such other duties as may from time to time be assigned to him/her by the Board of Directors or the President. The treasurer shall be bonded.

Section 6. Compensation. The Officers of the Corporation shall not be compensated. Officers of the Corporation may be compensated for expenses incurred while acting in an assigned capacity. No Officer of the Corporation shall endorse or accept any product service or benefit form the private commercial vendor to the Baltimore County Public Library or the Baltimore County Public Library Foundation, Inc. An Officer who serve the Corporation in any other capacity may receive compensation for such other services, pursuant to a resolution of the Board of Directors.

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Section 7. Election, Tenure and Removal of Officers. The Board of Directors shall elect the officers from among its members. The Board of Directors may from time to time authorize any committee or officer to appoint subordinate officers other than those required pursuant to Article IV.

An officer serves for two years to a maximum of three (3) terms consecutively in the same office or until his/her successor is elected and qualifies. If the Board of Directors, in its judgment, finds that the best interest of the Corporation will be served, it may remove any officer or agent of the Corporation by a majority vote of the Board. The Board of Directors (or any committee or officer authorized by the Board of Directors) may fill a vacancy which occurs in any office for the unexpired portion of the term.

ARTICLE VI

FINANCE

Section 1. Checks, Drafts, etc. All checks, drafts and orders for the payment of money, notes and other evidences of indebtedness, issued in the name of the Corporations, shall unless otherwise provided by resolution of the Board of Directors, be signed by the President, or with consent of the President, A Vice President and countersigned by the Treasurer, the Secretary. All such person shall be bonded in an amount to be set by the Board of Directors.

Section 2. Annual Statement of Affairs. There shall be prepared annually a full and correct statement of the affairs of the Corporation, to include a balance sheet and a financial statement of operations for the preceding fiscal year, which shall be subject to an audit annually. The statement of affairs shall be submitted to the annual meeting, within twenty (20) days after the meeting, and placed on file in the Corporation's principal office. A copy shall be forwarded to the Baltimore County Public Library Board of Trustees, the County Executive and the County Auditor. Such statement shall be prepared or caused to be prepared by such executive officer of the Corporation as may be designated in any additional or supplementary By-laws adopted by the Board of Directors. If no other executive officer is so designated, it shall be the duty of the president to prepare or cause to be prepared such statement.

Section 3. Fiscal Year. The fiscal year of the Corporation shall be the twelve (12) calendar month period ending June 30 in each year, unless otherwise provided by the Board of Directors.

ARTICLE VII

SUNDRY PROVISIONS

Section 1. Books and Records. The Corporation shall keep correct and complete books and records of its accounts and transactions. Minutes of the proceedings of this Board of Directors and of any Executive or other committee shall be similarly maintained. The books and records of the Corporation may be in written form or in any other form which can be converted within a reasonable time into written form for visual inspection. Minutes shall be recorded in written form but may be maintained in the form of the reproduction.

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Section 2. Seal. In the event that the President shall direct the Secretary to obtain a corporate seal, the corporate seal shall be circular in form and shall have inscribed thereon the name of the Corporation, they are a fit organization and the word "Maryland". Duplicate copies of the Corporate seal may be provided for use in the different offices of the Corporation but each copy thereof shall be in the custody of the Secretary of the Corporation or of an Assistant Secretary of the corporation nominated by the Secretary.

Section 3. Amendments. These By-laws may be amended by two-thirds vote of the Board under the following provisions:

a. The proposals for change shall be submitted in writing to the Board at least a week prior to a called meeting;

b. The President shall notify the members of the Board of the proposed amendments and the meeting date. Failure of any member to receive such notice shall not invalidate the amendment.

ARTICLE VIII

INDEMNIFICATION

Section 1. Definitions. As used in this Article XIII, any word or words that are defined in section 2-418 of the Corporations and Associates Article of the Annotated Code of Maryland, as amended from time to time, (the "Indemnification Section") shall have the same meaning as provided in the Indemnification Section.

Section 2. Indemnification of Directors and Officers. The Corporation shall indemnify and advance expenses to a director or officer of the Corporation in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.

Section 3. Indemnification of Employees and Agents. With respect to an employee or agent, other than a director or officer, of the Corporation, the Corporation may as determined by the Board of Directors of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by and in accordance with the Indemnification Section.

BY-LAWS

OF

BOSTON PUBLIC LIBRARY FOUNDATION, INC.

Section 1. NAME, PURPOSES, LOCATION, CORPORATE SEAL AND FISCAL YEAR

1.1 Name. The name of the corporation shall be Boston Public Library Foundation, Inc.

1.2 Purposes. The purposes of the corporation shall be supporting the physical restoration and enhancing the public visibility of the Boston Public Library and engaging in all other charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or any successor provision to such section).

1.3 Location. The principal office of the corporation in the Commonwealth of Massachusetts shall be located at 20 University Road, Suite 320, Cambridge, MA 02138. The directors may change the location of the principal office in the Commonwealth of Massachusetts effective upon filing a certificate with the Secretary of the Commonwealth.

1.4 Corporate Seal. The seal of the corporation shall, subject to alteration by the directors, consist of a flat-faced circular die with the name of the corporation on the circumference and the words "Corporate Seal 1992 Massachusetts" in the center.

1.5 Fiscal Year. The fiscal year of the corporation shall, unless otherwise decided by the directors, end on December 31 in each year.

Section 2. MEMBERS

2.1 Number. The corporation shall not have members. Any action or vote required or permitted to be taken by members of the corporation shall be taken by action or vote of the same percentage of directors.

Section 3. BOARD OF DIRECTORS

3.1 Number and Election. There shall be a Board of Directors elected by the directors. The members of the Board of Directors shall be divided into three classes of approximately equal size, the term of office of one class expiring each year. At each annual meeting of the directors, the directors shall determine the number of directors for the ensuing year and elect for a term of three years the appropriate number of successors of the class whose term is then expiring; and they may also elect additional directors to, or remove directors from other classes to the extent necessary to maintain substantial equality in size. Each director shall hold office until the expiration of the term of his or her class and, in any event, until his or her successor is elected and qualified, or until he or she sooner dies, resigns, is removed or becomes disqualified.

3.2 Powers. The affairs of the corporation shall be managed by the directors who shall have and may exercise all the powers of the corporation.

3.3 Committees. The directors may elect or appoint one or more committees, including but not limited to an executive, nominating and investment advisory committee, and may delegate to any such committee or committees any or all of their powers. Any committee to which the powers of the directors are delegated shall consist solely of directors. The directors may amend or rescind any vote or action of any committee but no such amendment or rescission shall have retroactive effect. Unless the directors otherwise designate, committees shall conduct their affairs in the same manner as is provided in these by-laws for the directors. The members of any committee shall remain in office at the pleasure of the directors.

3.4 Regular Meetings. Regular meetings of the directors may be held at such places and at such times as the directors may determine. One such meeting may be designated annually by the directors as the annual meeting for the election of directors and officers.

3.5 Special Meetings. Special meetings of the directors may be held at any time and at any place when called by the chairperson of the Board of Directors (or if there be no such chairperson, the president) or by two or more directors.

3.6 Call and Notice. Reasonable notice of the time and place of meetings of the directors shall be given to each director. Such notice need not specify the purposes of a meeting, unless otherwise required by law, the articles of organization or these by-laws. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a director to send notice by mail at least forty-eight hours or by hand delivery or facsimile delivery at least twenty-four hours before the meeting addressed to him or her at his or her usual or last known business or residence address. Whenever notice of a meeting is required, such notice need not be given to any director if a written waiver of notice, executed by the director before or after the meeting, is filed with the records of the meeting, or to any director who attends the meeting without protesting prior thereto or at its commencement the lack of notice to him or her.

3.7 Quorum. At any meeting of the directors, a majority of the directors then in office, but in no case less than three directors, shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

3.8 Action by Vote. When a quorum is present at any meeting, a majority of the directors present and voting shall decide any questions, including election of officers, unless otherwise provided by law, the articles of organization, or these by-laws.

3.9 Action by Writing. Any action required or permitted to be taken at any meeting of the directors may be taken without a meeting if all the directors consent to the action in writing and the written consents are filed with the records of the meetings of the directors. Such consents shall be treated for all purposes as a vote at a meeting.

Section 4. SPONSORS, BENEFACTORS, CONTRIBUTORS, ADVISERS, FRIENDS OF THE CORPORATION

The directors may designate certain persons or groups of persons as sponsors, benefactors, contributors, advisers or friends of the corporation or such other title as they deem appropriate. Such persons shall serve in an honorary capacity and, except as the directors shall otherwise designate, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other rights or responsibilities.

Section 5. OFFICERS AND AGENTS

5.1 Number and Qualification. The officers of the corporation shall be a chairperson, one or more vice-chairpersons, president, treasurer, clerk, and such other officers, if any, as the directors may determine. The corporation may also have such agents, if any, as the directors may appoint. An officer may but need not be a director. The clerk shall be a resident of Massachusetts unless the corporation has a resident agent duly appointed for the purpose of service of process. A person may hold more than one office at the same time. If required by the directors, any officer shall give the corporation a bond for the faithful performance of his or her duties in such amount and with such surety or sureties as shall be satisfactory to the directors.

5.2 Election. The chairperson, one or more vice-chairpersons, president, treasurer and clerk shall be elected annually by the directors at the annual meeting of the directors. Other officers, if any, may be elected by the directors at any time.

5.3 Tenure. The chairperson, one or more vice-chairpersons, president, treasurer, clerk shall each hold office until the next annual meeting of the directors following the annual meeting at which he or she is elected and until his or her successor is chosen and qualified unless a shorter period shall have been specified by the terms of election or appointment or, in each case, until he or she sooner dies, resigns, is removed or becomes disqualified. Each agent shall retain his or her authority at the pleasure of the directors.

5.4 Chairperson of the Board of Directors and Vice-Chairpersons. The chairperson of the Board of Directors shall preside at all meetings of the directors, except as the directors shall otherwise determine. The chairperson shall be the chief executive officer of the corporation and, subject to the control of the directors, shall have general charge and supervision of the affairs of the corporation.

The vice-chairperson or vice-chairpersons, if any, shall have such duties and powers as the directors shall determine. The vice-chairperson, or first vice-chairperson if there are more than one, shall have and may exercise all the powers and duties of the chairperson during the absence of the chairperson or in the event of his or her inability to act.

5.5 President. The president will serve as the administrative head of staff for the corporation and shall make recommendations to the Board regarding programs to be sponsored by the corporation, including but not limited to fundraising and development, community and legislative relations, and public information, and will generally perform all other administrative functions as designated by the directors or the chairperson of the Board.

5.6 Treasurer. The treasurer shall be the chief financial officer and the chief accounting officer of the corporation. The treasurer shall be in charge of its financial affairs, funds, securities and valuable papers and shall keep full and accurate records thereof. The treasurer shall have such other duties and powers as designated by the directors or the chairperson of the Board. The treasurer shall also be in charge of its books of account and accounting records and of its accounting procedures.

5.7 Clerk. The clerk shall record and maintain records of all proceedings of the directors in a book or series of books kept for that purpose, which book or books shall be kept within the Commonwealth at the principal office of the corporation or at the office of its clerk and shall be open at all reasonable times to the inspection of any directors. Such book or books shall also contain records of all meetings of incorporators and the original, or attested copies of the articles of organization and by-laws and names of all directors and the address of each. If the clerk is absent from any meeting of directors, a temporary clerk chosen at the meeting shall exercise the duties of the clerk at the meeting.

5.8 Custodian and Other Agents. The Board of Directors shall have power in its discretion, from time to time, (a) to employ a bank or trust company or brokerage firm as custodian of any funds or securities of the corporation and to delegate to such custodian such powers as it may deem appropriate, including the power to make payments from and execute checks drawn on the funds of the corporation; (b) to employ clerks, accountants, legal counsel, investment counsel and any special services; and (c) to pay compensation for and expenses of all such services in addition to the expenses of the directors. Each such custodian, employee or agent shall retain his or her authority at the pleasure of the Board.

Section 6. SUSPENSION, REMOVAL, RESIGNATION AND VACANCIES

6.1 A director may be suspended or removed with or without cause by vote of a majority of directors then in office. An officer may be suspended or removed with or without cause by vote of a majority of directors then in office.

6.2 Any director or officer may resign by delivering his or her written resignation to the president of the corporation. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

6.3 Any vacancy in the Board of Directors, including a vacancy in the board resulting from enlargement which must be filled in accordance with Section 3.1, may be filled by the directors. If the office of any officer becomes vacant, the directors may elect a successor. Each such successor shall hold office for the unexpired term, and, in the case of any director or officer, until his or her successor is elected and qualified, or in each case until he or she sooner dies, resigns, is removed or becomes disqualified.

Section 7. EXECUTION OF PAPERS

Except as the directors may generally or in particular cases authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts and other obligations made, accepted or endorsed by the corporation shall be signed by the chairperson, the president or the treasurer.

Section 8. PERSONAL LIABILITY

The directors and officers of the corporation shall not be personally liable for any debt, liability or obligation of the corporation. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the corporation may look only to the funds and property of the corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the corporation.

Section 9. CONFLICT OF INTEREST

Except as otherwise provided by law or in the Articles of Organization, no contract or other transaction of the corporation shall, in the absence of fraud, be affected or invalidated by the fact that any director or officer of the corporation or any corporation, firm or association of which he or she may be a director, officer, stockholder, member, employee or agent may be a party to or may have an interest, pecuniary or otherwise, in, any such contract or other transaction.

Section 10. AMENDMENTS

These by-laws may be altered, amended or repealed in whole or in part by vote of a majority of the directors then in office.

5197K
2/12/92

File Number ~~5434-373-84~~ 2 3 / 0 3

86428703

STATE OF ILLINOIS

OFFICE OF THE SECRETARY OF STATE

86428703

Whereas, ARTICLES OF INCORPORATION OF
CHICAGO PUBLIC LIBRARY FOUNDATION
INCORPORATED UNDER THE LAWS OF THE STATE OF ILLINOIS HAVE BEEN FILED IN THE OFFICE OF THE SECRETARY OF STATE AS PROVIDED BY THE GENERAL NOT FOR PROFIT CORPORATION ACT OF ILLINOIS, IN FORCE JANUARY 1, A.D. 1944.

Now Therefore, I, Jim Edgar, Secretary of State of the State of Illinois, by virtue of the powers vested in me by law, do hereby issue this certificate and attach hereto a copy of the Application of the aforesaid corporation.

In Testimony Whereof, *I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, at the City of Springfield, this* 6TH *day of* AUGUST *A.D. 19*86 *and of the Independence of the United States the two hundred and* 11TH.
187

AUG. 26TH 1818

Jim Edgar
SECRETARY OF STATE

FORM NP-29

Filing Requirements — Present 2 originally signed and fully executed copies in exact duplicate
For Insert — Use White Paper — Size 8½ x 11

ARTICLES OF INCORPORATION

Payment must be made by Certified Check, Cashiers' Check or a Money Order, payable to "Secretary of State."
DO NOT SEND CASH!

8 6 4 2 8 7 0 (Do Not Write in This Space)
Date Paid 8-6-86
Filing Fee $50.00
Clerk

TO: JIM EDGAR, Secretary of State

We, the Incorporators being natural persons of the age of twenty-one years or more and citizens of the United States, for the purpose of forming a corporation under the "General Not For Profit Corporation Act" of the State of Illinois, do hereby adopt the following Articles of Incorporation:

Article 1. The name of the corporation is: CHICAGO PUBLIC LIBRARY FOUNDATION

Article 2. The name and address of the initial registered agent and registered office are:

Registered Agent: Cannutte (First Name) N. (Middle Name) Russell (Last Name)
Registered Office: 425 North Michigan Avenue (Number, Street) 13th Floor (Do Not Use P.O. Box)
Chicago (City) IL 60611 (Zip Code) Cook (County)

Article 3. The duration of the corporation is ☒ perpetual OR ________ __ years.

Article 4. The first Board of Directors shall be three (Not less than three) in number, their names and addresses being as follows:

Directors' Names	Number Street	City	State
Cannutte N. Russell	425 N. Michigan	Chicago	Illinois
Cindy Pritzker	425 N. Michigan	Chicago	Illinois
James H. Lowry	425 N. Michigan	Chicago	Illinois

Article 5. The purposes for which the corporation is organized are:
Is this corporation to be a Condominium Association as established under the Condominium Property Act? ☐ Yes ☒ No

See continutation on separate page.

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Article 6. Other provisions (Please use separate page):

WE the incorporators declare that we have examined the foregoing Articles of Incorporation and that the statements contained therein are, to the best of our knowledge and belief, true, correct and complete. Executed this 5 day of August, 19 86.

(Signatures must be in ink. Carbon copy, xerox or rubber stamp signatures are not acceptable.)

Signatures and Names (Not less than three)	Post Office Address
1. Dr. Cannutte N. Russell Signature Cannutte N. Russell Name (please print)	1. 425 N. Michigan Avenue Street Chicago, Illinois 60611 City/Town State Zip
2. Cindy (Marian F.) Pritzker Signature Cindy Pritzker Name (please print)	425 N. Michigan Avenue Street Chicago, Illinois 60611 City/Town State Zip
3. Signature James H. Lowry Name (please print)	3. 425 N. Michigan Avenue Street Chicago, Illinois 60611 City/Town State Zip
4. Signature Name (please print)	4. Street City/Town State Zip
5. Signature Name (please print)	5. Street City/Town State Zip

The registered agent cannot be the corporation itself.

The registered agent may be an individual, resident in this State, or a domestic or foreign corporation, authorized to act as a registered agent.

The registered office may be, but need not be, the same as its principal office.

File # ______

Form NP-29

ARTICLES OF INCORPORATION

under the

GENERAL NOT FOR PROFIT

CORPORATION ACT

of

PAID

AUG 11 1986

FILED

AUG 6 1986

CORPORATION DEPT.

SECRETARY OF STATE

SECRETARY OF STATE

CORPORATION DEPARTMENT

SPRINGFIELD, ILLINOIS 62756

TELEPHONE (217) 782-6961

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(These Articles Must Be Executed and Filed in Duplicate)

Filing Fee $50.00

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ARTICLE 5

The purposes for which the corporation is organized are:

a. To support an educational undertaking, to wit, the Chicago Public Library, and to that end, to (a) receive, hold, invest, dispose and otherwise administer property exclusively for the benefit of the Chicago Public Library and (b) make disbursements, expenditures or transfers of money or property exclusively to or for the benefit of the Chicago Public Library, PROVIDED, that no such disbursement, expenditure or transfer of funds shall be made to pay the ordinary operation, maintenance or library materials acquisition expenses of the Chicago Public Library. The funds and resources of the Chicago Public Library Foundation shall be devoted exclusively to developing and augmenting the resources and services of the CPL which are not otherwise provided for through other sources of funding.

b. To receive and hold in trust any property, real and personal, given, devised, bequeathed, given in trust or in any other way made over to said corporation, subject to such restrictions, as may be imposed by the donor or transferor thereof, for the use or benefit of Chicago Public Library, its buildings, collections or programs or for the carrying on at the Chicago Public Library of any program or function which the donor, grantor, or testator may designate consistent with the purposes described in and limited by this Article 5.

c. To receive property by devise or bequest, subject to the laws providing for the transfer of property of decedents.

d. To encourage and solicit gifts of money, property, works of art, historical papers and documents, collections, books, periodicals, and all forms of communication regardless of media of recordation of educational, artistic, or historic value to and for the benefit of the Chicago Public Library.

e. To make contracts and do all other acts necessary or expedient for the administration of the affairs and the attainment of the purposes of this corporation.

f. To act as trustee of any funds, money, security, accounts, certificates and any other tangible or intangible interest of property given, donated or held in trust for the purposes and objects of the corporation and to receive, hold, administer and expend the funds, interest and capital of property so held in trust in furtherance of the purposes of this corporation.

g. Notwithstanding any other provision of these Articles of Incorporation, no part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE 6

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section

501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the circuit court of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 7

The corporation shall have no members.

ARTICLE 8

The power to alter, amend, repeal or adopt the Articles of Incorporation of this corporation shall be vested in the Board of Directors by affirmative vote of a majority of the whole number of directors. The By-Laws of the corporation shall be established by the Board of Directors. The Board of Directors shall have the power to alter, amend, repeal or adopt By-Laws consistent with the Articles of Incorporation and the law of Illinois, only by the affirmative vote of a majority of the whole number of directors.

ARTICLE 9

The initial Board of Directors shall consist of three members, to wit, the President of the Board of Library Trustees of the Chicago Public Library, ex officio; the Chairman of the Finance Committee of the Board of Library Trustees of the Chicago Public Library, ex officio; and the Chairman of the Fund Raising Committee of the Board of Library Trustees of the Chicago Public Library, ex officio. The Mayor of the City of Chicago, ex officio, shall be the honorary Chairman of the Board of Directors. He may take part in deliberations of the Board of Directors but he shall have no voting power nor be considered in determining a quorum.

The initial Board of Directors shall appoint ten additional members of the Board of Directors, whose term of office shall commence October 1, 1986. Thereafter, the Board of Directors shall consist of the aforesaid thirteen members.

Directors (other than those serving ex officio) shall be elected by a majority of the number of Directors serving as such, upon nomination of the Executive Committee of the Board of Directors. Vacancies shall be filled in the same manner, except that a director appointed to fill a vacancy shall be appointed to the predecessor's unexpired term. A Director may be removed for cause upon no less than twenty days notice by a vote a majority of the number of Directors serving as such.

ARTICLE 10

Except for members serving ex officio, members of the Board of Directors shall serve three-year terms, or until their successors are appointed. At their first meeting, the members of the Board of Directors (other than those serving ex officio) shall be divided as follows: three directors whose term shall expire in one year; three directors whose term shall expire in two years; and four directors whose term shall expire in three years.

ARTICLE 11

The corporation shall indemnify any and all of its directors or officers or former directors or officers or any person who may have served at its request or by its election as a director or officer of another corporation against the expenses actually and necessary incurred by them in connection with the defense or settlement of any action, suit, or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been directors or a director of officer of the corporation, or of such other corporation except in relation to matters as to which any such director or officer or former director or officer or person shall be adjudged in such action, suit, or proceeding to be liable for willful misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

ARTICLE 12

The Board of Directors shall appoint a responsible trustee or trustees who shall be responsible for the investment, reinvestment, retention and safekeeping of all of the funds, securities, moneys, certificates, and all other property, real and personal, tangible and intangible, received or held by the corporation until such time as the Board of Directors directs that such funds or property or earnings thereon be paid or transferred to or for the benefit of the Chicago Public Library. In all events the funds and property of or received by the corporation shall be held, invested and administered apart from the funds and property of the City of Chicago.

BY-LAWS

OF THE

CHICAGO PUBLIC LIBRARY FOUNDATION

ARTICLE I

OFFICES

The corporation shall maintain in the City of Chicago, State of Illinois a registered office and a registered agent at such office and may have other offices within or without the state. The registered agent shall be designated by the Board of Directors.

ARTICLE II

MEMBERS

There shall be no members.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS. The affairs of the corporation shall be managed by its Board of Directors.

SECTION 2. NUMBER, TENURE AND QUALIFICATIONS. The number of directors shall be thirteen* as provided in the Articles of Incorporation. Each director (other than directors serving ex officio) shall hold office until his successor shall have been elected and qualified. Directors need not be residents of Illinois. A change in the number of directors and their manner of election shall be made only by amendment of the Articles of Incorporation. *Note: AMENDED to 25 ON JUNE 10, 1987 (SEE Attached).

SECTION 3. NOMINATIONS, ELECTIONS. Candidates for members of the Board of Directors and to fill vacancies on the Board of Directors shall be made by the Executive Committee. Additional nominations may be made by any member of the Board of Directors. Each Director may cast one vote with respect to one position or vacancy.

SECTION 4. REGULAR MEETINGS. A regular annual meeting of the Board of Directors shall be held without other notice than these by-laws, on the first Tuesday in October, at the offices of the corporation or such place as the Board of Directors shall select. The Board of Directors may provide by resolution the

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time and place, for the holding of additional regular meetings of the board without other notice than such resolution.

SECTION 5. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the chairman or any two directors. The person or persons authorized to call special meetings of the board may fix any place as the place for holding any special meeting of the board called by them.

SECTION 6. NOTICE. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered to each director at his address as shown by the records of the corporation. If mailed, such notice may be given seven days prior to such meeting and shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Notice of any special meeting of the Board of Directors may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

SECTION 7. QUORUM. A majority of the appointed and acting Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board, provided that if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice.

SECTION 8. MANNER OF ACTING. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by statute, these by-laws, or the articles of incorporation.

SECTION 9. VACANCIES. Any vacancy occurring in the Board of Directors or any directorship to be filled by reason of an increase in the number of directors shall be filled by the Board of Directors unless the articles of incorporation, a statute, or these by-laws provide that a vacancy or a directorship so created shall be filled in some other manner, in which case such provision shall control. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

SECTION 10. COMPENSATION. Directors shall not receive any stated salaries for their services, but by resolution of the

Board of Directors expenses of attendance, if any, may be allowed for each regular or special meeting of the board, provided that nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving reasonable compensation therefor.

ARTICLE IV

OFFICERS

SECTION 1. OFFICERS. The officers of the corporation shall be a president, one or more vice presidents (the number thereof to be determined by the Board of Directors), a treasurer, a secretary, and such assistant treasurers, assistant secretaries or other officers as may be elected by the Board of Directors. Officers whose authority and duties are not prescribed in these by-laws shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of president and secretary. Any member of the Board of Directors may also hold any office of the corporation.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided. Election of an officer shall not of itself create contract rights.

SECTION 3. REMOVAL. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

SECTION 4. PRESIDENT. The president shall be the principal executive officer of the corporation. Subject to the direction and control of the Board of Directors, he shall be in charge of the business and affairs of the corporation; he shall see that the resolutions and directives of the Board of Directors are carried into effect except in those instances in which that responsibility is assigned to some other person by the Board of Directors; and, in general, he shall discharge all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors. He shall preside at all meetings of the Board of Directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the Board of Directors or these by-laws, he may execute for the corporation any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed, and he may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument. He may vote all securities which the corporation is entitled to vote except as and to the extent such authority shall be vested in a different officer or agent of the corporation by the Board of Directors.

SECTION 5. VICE PRESIDENT. The vice-president (or in the event there be more than one vice-president each of the vice-president) shall assist the president in the discharge of his duties as the president may direct and shall perform such other duties as from time to time may be assigned to him by the president by the Board of Directors. In the absence of the president or in the event of his inability or refusal to act, the vice-president (or in the event there be more than one vice-president, the vice-presidents, in the order designated by the Board of Directors, or by the president if the Board of Directors has not made such a designation, or in the absence of any designation, then in the order of their seniority of tenure) shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the Board of Directors or these by-laws, the vice-president (or any of them if there are more than one) may execute for the corporation any contracts, deeds, mortgages, bonds or other instruments which the Board of Directors has authorized to be executed, and he may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument.

SECTION 6. TREASURER. The treasurer shall be the principal accounting and financial officer of the corporation. He shall: (a) have charge of and be responsible for the maintenance of adequate books of account for the corporation; (b) have charge and custody of all funds and securities of the corporation, and be responsible therefor, and for the receipt and disbursement thereof; and (c) perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the president or by the Board of Directors.

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if required by the Board of Directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine.

SECTION 7. SECRETARY. The secretary shall record the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation; keep a register of the post office address of each member which shall be furnished to the secretary by such member; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the president or by the Board of Directors.

SECTION 8. ASSISTANT TREASURERS AND ASSISTANT SECRETARIES. The assistant treasurers and assistant secretaries shall perform such duties as shall be assigned to them by the treasurer or the secretary, respectively, or by the president or the Board of Directors. If required by the Board of Directors, the assistant treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine.

ARTICLE V

COMMITTEES

SECTION 1. COMMITTEES OF DIRECTORS. The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of two or more directors, which committees, to the extent provided in said resolution and not restricted by law, shall have and exercise the authority of the Board of Directors in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him by law.

SECTION 2. EXECUTIVE COMMITTEE. There shall be an Executive Committee, which shall consist of the President of the Board of Library Trustees of the Chicago Public Library, the Chairman of the Finance Committee of the Board of Library Trustees of the Chicago Public Library, the Chairman of the Fund Raising Committee of the Board of Library Trustees of the Chicago Public Library, the President of the Chicago Public Library Foundation (if different from the foregoing), and such other member or members of the Board of Directors of the Chicago Public Library Foundation as to make the membership of the Executive Committee seven persons. A majority of the whole Executive Committee shall constitute a quorum, 201 and the act of a majority of the members of the Executive Committee shall be the act of the Committee. Each member of the Executive Committee shall continue as such until the next meeting of the directors of the Chicago Public Library Foundation and until a successor is appointed, unless such member shall be sooner removed from such Executive Committee, or unless such member shall cease to qualify as a member thereof.

Action taken by the Executive Committee shall be made a matter of record and the Secretary of the Chicago Public Library Foundation shall serve ex-officio as Secretary of the Executive Committee. A written report of the action taken by the Executive Committee shall be made at the next meeting of the Board of Directors.

SECTION 3. OTHER COMMITTEES. Other committees not having and exercising the authority of the Board of Directors in the corporation may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be directors of the corporation, and the chairman of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

SECTION 4. TERM OF OFFICE. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

SECTION 5. CHAIRMAN. One member of each committee shall be appointed chairman.

SECTION 6. VACANCIES. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 7. QUORUM. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 8. RULES. Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the Board of Directors.

ARTICLE VI

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1. CONTRACTS. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the president or a vice president of the corporation.

SECTION 3. DEPOSITS. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositaries as the Board of Directors may select.

SECTION 4. GIFTS. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or, devise for the general purposes or for any special purpose of the corporation.

ARTICLE VII

BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his agent or attorney for any proper purpose at any reasonable time.

ARTICLE VIII

FISCAL YEAR

The fiscal year of the corporation shall be fixed by resolution of the Board of Directors.

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ARTICLE IX

SEAL

The corporate seal shall have inscribed thereon the name of the corporation and the words "Corporate Seal, Illinois."

ARTICLE X

WAIVER OF NOTICE

Whenever any notice is required to e given under the provisions of the General Not For Profit Corporation Act of Illinois or under the provisions of the articles of incorporation or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI

AMENDMENTS

The power to alter, amend, or repeal the by-laws or adopt new by-laws shall be vested in the Board of Directors pursuant to the Articles of Incorporation. Such action may be taken at a regular or special meeting for which written notice of the purpose shall be given. The by-laws may contain any provisions for the regulation and management of the affairs of the corporation not inconsistent with law or the articles of incorporation.

ARTICLE XII

ANNUAL REPORT

Within 90 days following the end of each quarter, the corporation shall have prepared a quarterly report. The quarterly report shall describe for the foregoing quarter the solicitation undertaken on behalf of the corporation, the funds, grants and other property received, the disposition of funds and property disbursed and transferred, the investments of the corporation, the assets and liabilities of the corporation and all other information sufficient to describe the financial status of the corporation. In addition, within six months of the close of each fiscal year, the corporation shall have prepared an annual report containing the same kind of information. The the financial information contained in annual report shall be certified by a firm of certified public accountants. Each such report shall be made available to the public and shall be 204 transmitted to the Mayor of the City of Chicago; the Chairman of the Committee on Finance of the City Council of the City of Chicago, the City Clerk of the City of Chicago, each member of the Board of Library Trustees of the Chicago Public Library and for deposit with the Chicago Public Library and the Municipal Reference Library of the City of Chicago.

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Excerpt: from Minutes of June 10, 1987

Chicago Public Library Foundation Board Meeting

Documenting action taken to modify By-Laws.

NOMINATING COMMITTEE REPORT

Mrs. Douglass presented for approval the following resolution (changes and additions are capitalized) to enlarge the Board of Directors and provide committee structure:

> RESOLVED, that pursuant to Article 8 of the Articles of Incorporation of the Chicago Public Library Foundation and Article 2 of the By-laws of the Foundation, Article 9 of the Articles of Incorporation is amended to read as follows:
>
> ### ARTICLE 9
>
> The initial Board of Directors shall consist of three members, to wit, the President of the Board of Library Trustees of the Chicago Public Library, ex-officio; the Chairman of the Finance Committee of the Board of Library Trustees of the Chicago Public Library, ex-officio; and the Chairman of the Fund Raising Committee of the Board of Library Trustees of The Chicago Public Library, ex-officio. The Mayor of the City of Chicago, ex-officio, shall be the honorary Chairman of the Board of Directors. He may take part in deliberations of the Board of Directors, but he shall have no voting power nor be considered in determining a quorum.
>
> The initial Board of Directors shall appoint ten additional members of the Board of Directors, whose term of office shall commence October 1, 1986. EFFECTIVE JUNE 10, 1987, THERE SHALL BE TWENTY-FIVE MEMBERS OF THE BOARD OF DIRECTORS, CONSISTING OF THE THREE AFORESAID EX-OFFICIO MEMBERS PLUS TWENTY-TWO OTHERS.
>
> Directors (other than those serving ex-officio) shall be elected by a majority of the number of Directors serving as such, upon nomination of the Nominating Committee of the Board of Directors. Vacancies shall be filled in the same manner, except that a Director appointed to fill a vacancy shall be appointed to the predecessor's unexpired term. A Director may be removed for cause upon no less that twenty days notice by a vote of the majority of the number of Directors serving as such.

Said amendment shall be effective June 10, 1987.

BE IT FURTHER RESOLVED, THAT, AFTER NOMINATION BY THE NOMINATION COMMITTEE, THE FOLLOWING PERSONS ARE ELECTED AS MEMBERS OF THE BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY FOUNDATION EFFECTIVE JUNE 10, 1987.

BARRY F. SULLIVAN
J. IRA HARRIS
MARY WARD WOLKONSKY

THE FOREGOING PERSONS SHALL SERVE UNTIL THE REGULAR ANNUAL MEETING OF THE BOARD OF DIRECTORS IN OCTOBER 1989 AND UNTIL HIS OR HER SUCCESSOR IS ELECTED.

Dr. Ayers moved for approval of the resolution, and Mr. Lowry seconded the motion which passed viva voce vote.

Mrs. Douglass then presented for approval the following resolution to authorize the formation of additional committees:

RESOLVED, THAT THERE IS HEREBY ESTABLISHED THE FOLLOWING COMMITTEES OF THE CHICAGO PUBLIC LIBRARY FOUNDATION, WHICH COMMITTEES SHALL HAVE THE AUTHORITY TO INVESTIGATE AND CONSIDER ALL MATTERS GERMANE TO THEIR CREATION AND TO REPORT AND MAKE RECOMMENDATIONS TO THE BOARD OF DIRECTORS:

1. NOMINATING COMMITTEE. THE NOMINATING COMMITTEE SHALL CONSIDER THE QUALIFICATIONS OF PERSONS TO BE NOMINATED FOR MEMBERS OF THE BOARD OF DIRECTORS OF THE CHICAGO PUBLIC LIBRARY FOUNDATION AND REPORT RECOMMENDATIONS WITH RESPECT THERETO THE BOARD OF DIRECTORS.
2. INVESTMENT COMMITTEE. THE INVESTMENT COMMITTEE SHALL HAVE AUTHORITY TO REVIEW THE INVESTMENTS OF THE CHICAGO PUBLIC LIBRARY FOUNDATION, TO ESTABLISH THE POLICY FOR SUCH INVESTMENTS, AND TO MAKE RECOMMENDATIONS TO THE BOARD OF DIRECTORS, PRESIDENT AND TREASURER WITH RESPECT TO SUCH INVESTMENTS.
3. ALLOCATIONS COMMITTEE. THE ALLOCATIONS COMMITTEE SHALL INVESTIGATE AND MAKE RECOMMENDATIONS TO THE BOARD OF DIRECTORS WITH RESPECT TO THE ALLOCATION OF FUNDS AND OTHER GIFTS TO THE CHICAGO PUBLIC LIBRARY IN ACCORDANCE WITH THE PURPOSES, REQUIREMENTS AND CONDITIONS OF THE ARTICLES OF INCORPORATION OF THE CHICAGO PUBLIC LIBRARY FOUNDATION.

BE IT FURTHER RESOLVED, THAT THE PRESIDENT OF THE CHICAGO PUBLIC LIBRARY FOUNDATION IS AUTHORIZED TO APPOINT THE CHAIRMAN AND MEMBERS OF THE FOREGOING COMMITTEES.

Mrs. Smith moved for approval of the resolution, and Mr. Sullivan seconded the motion which passed viva voce vote.

At that time, Mr. Minow agreed to serve as Chairman of the Allocations Committee, Mr. Sullivan and Mr. Harris as Co-Chairmen of

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the Investment Committee, and Mrs. Douglass as Chairman of the Nominating Committee.

The point was raised that only five new members should be added in the next eight or nine months, since as the Foundation's reputation expands it will naturally attract more people.

Mrs. Douglass requested that all further suggestions for additional Board members be sent to her attention.

Internal Revenue Service
District Director

P O BOX A-3290 DPN 22-2
CHICAGO, IL 60690

Department of the Treasury

Date: JUL 17 1987

Employer Identification Number:
36-3480353
Contact Person:
MR. E. KELLEY
Contact Telephone Number:
(312) 886-1278

CHICAGO PUBLIC LIBRARY FOUNDATION
425 N MICHIGAN AVENUE
CHICAGO, IL 60611-0000
C/O MRS. Cindy Pritzker, President

--

Accounting Period Ending:
december 31
Foundation Status Classification:
509(a)(1)*
Advance Ruling Period Ends:
Dec. 31, 1990
Caveat Applies:
no

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

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Grantors and contributors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling

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period. If you submit the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until the Service makes a final determination of your foundation status.

If notice that you will no longer be treated as a publicly supported organization is published in the Internal Revenue Bulletin, grantors and contributors may not rely on this determination after the date of such publication. In addition, if you lose your status as a publicly supported organization and a grantor or contributor was responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that the Service had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date such knowledge was acquired.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name and address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

J. R. Starkey
District Director

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BY-LAWS OF FRIENDS OF THE DAVENPORT PUBLIC LIBRARY

ARTICLE I GENERAL

Sec. 1. PRINCIPAL OFFICE. The principal office of the corporation in the State of Iowa shall be located in the City of Davenport, County of Scott. The corporation may have such other offices, either within or without the State of Iowa, as the board of directors may determine or as the affairs of the corporation may require from time to time.

Sec. 2. PURPOSE. The purpose of the corporation shall be to provide assistance to the Davenport Public Library, either by means of funding or otherwise as determined by the corporation's board of directors from time to time.

Sec. 3. TAX EXEMPT STATUS. The board of directors shall make all reasonable efforts to keep the corporation qualified as a tax exempt organization under the appropriate section(s) of the United States Internal Revenue Code as amended and revised from time to time.

ARTICLE II MEMBERS

SEC. 1. CLASSES OF MEMBERS. The corporation shall have the following classes of members. The designation of such classes and the qualifications and rights of the members of such classes shall be as follows:

Student
Single
Family
Sustaining
Benefactor
Patron
Corporate

Except as hereinafter provided, the classification to which each member belongs shall depend on payment of the dues provided for each under Article IX hereof.

The Student classification is available to persons who are full-time students at any level of the educational system. Dues paid in the name of a husband and wife in the Family, Sustaining, Benefactor, and Patron classes shall entitle each spouse to membership in the corporation. Life membership in this corporation is automatically awarded to members who have paid the dues required for the Patron classification. The annual dues paid by members qualifying them for the Benefactor classification shall be cumulative towards designation as a member of the Patron class. Only the income from investments made with the dues paid by Benefactors and Patrons will be used for operations. Corporation membership shall be exercised by any officer or agent designated by the member corporation.

Sec. 2. SELECTION OF MEMBERS. Membership shall be open to anyone supporting the purposes of the corporation regardless of place of residence, upon payment of requisite dues.

Sec. 3. VOTING RIGHTS. Each member shall be entitled to one vote on each matter submitted to a vote of the members.

ARTICLE III MEETINGS OF MEMBERS

Sec. 1. ANNUAL MEETING. An annual meeting of the members shall be held between January 1 and June 30 of each calendar year at such time and place as may be determined by the board of directors. The purpose of the annual meeting shall be for the election of directors and such other business as may come before the meeting.

Sec. 2. SPECIAL MEETINGS. Special meetings of the members may be called by the president, the board of directors, or one-fifth of the members currently entitled to vote. If called by the members, such notice of special meeting shall be in writing, signed by one-fifth of the members currently entitled to vote, and the notice shall be delivered to the secretary of the corporation and shall include the specific topic or topics to be covered at the meeting.

Sec. 3. PLACE OF MEETING. The board of directors may designate any place within the City of Davenport for any annual or special meeting. If no designation is made, then the place of meeting shall be at the registered office of the corporation in the City of Davenport.

Sec. 4. NOTICE OF MEETINGS. Written notice stating the place, day and hour of any meeting of members shall be delivered by mail to each member entitled to vote at such meetings at least 10 but not more than 30 days prior to the date designated for such meeting. In case of a special meeting, the purpose or purposes for which the meeting is called shall be stated in the notice and only the purpose or purposes stated in the notice may be voted upon at such special meeting.

Sec. 5. QUORUM. The members present at any annual or special meeting of the membership shall constitute a quorum for the purposes of that meeting.

Sec. 6. MANNER OF ACTING. A simple majority of the votes entitled to be cast on a matter to be voted upon by the members present at a special or annual meeting shall constitute the decision of the members on that matter.

Sec. 7. VOTING. At any meeting of members, no member shall be allowed to vote by proxy.

ARTICLE IV BOARD OF DIRECTORS

Sec. 1. GENERAL POWERS. The affairs of the corporation shall be managed by its board of directors. Directors need not be residents of the State of Iowa, but must be members of the corporation.

Sec. 2. NUMBER, TENURE AND QUALIFICATIONS. The number of directors shall be twelve. The Director of the Davenport Public Library shall be an ex-officio director and the immediate past president of the FRIENDS shall also be an ex-officio director if the past-president's regular term as a director has expired. Each of the twelve regular directors shall hold office beginning and ending at the April annual meeting of the four years following each director's election. The terms of the directors shall be staggered, so that three directors shall be elected each year.

Sec. 3. ANNUAL MEETING AND REGULAR MEETINGS. An annual meeting of the board of directors shall be held without other notice than this by-law, immediately after, and at the same place as the annual meeting of members. In addition, the board of directors may provide by resolution the time and place either within or without the State of Iowa, for the holding of additional regular meetings of the board without other notice than such resolution.

Sec. 4. SPECIAL MEETINGS. Special meetings of the board of directors may be called by or at the request of the president or any two directors. The person or persons authorized to call the special meetings of the board may fix any place, either within or without the State of Iowa, as the place for holding any special meeting of the board called by them.

Sec. 5. NOTICE OF SPECIAL MEETINGS. Notice of any special meeting of the board of directors shall be given at least 10 but not more than 30 days prior by written notice.

Sec. 6. QUORUM. A majority of the board of directors shall constitute a quorum for the transaction of business in any meeting of the board.

Sec. 7. MANNER OF ACTING. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors.

Sec. 8. VACANCIES. Any vacancy occurring in the board of directors and any directorship to be filled by reason of increase in the number of directors may be filled by the affirmative vote of a majority of the remaining directors, even though less than a quorum of the board of directors. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Sec. 9. COMPENSATION. Directors shall not receive any salaries for their services in that capacity.

Sec. 10. INFORMAL ACTION BY DIRECTORS. Any action required to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors.

Sec. 11. RE-ELECTION. No director may be re-elected, or appointed, until one year has passed since such director's last term of office, except in the case of a director appointed to fill an unexpired term who has served in that position less than two (2) years. Such person shall be eligible for re-election without a one (1) year break between terms.

ARTICLE V OFFICERS

Sec. 1. OFFICERS. The principal officers of the corporation shall be a president, a vice president, a secretary and a treasurer. The board of directors may elect or appoint such other officers as it shall deem desirable. Any two or more offices may be held by the same person, except the offices of president and secretary.

Sec. 2. ELECTION AND TERM OF OFFICE. The principal officers of the corporation shall be elected annually by the board of directors from among the board of directors at their regular annual meeting. New offices may be created and filled at any meeting of the board of directors. Each officer shall hold office until his successor shall be duly elected and qualified.

Sec. 3. REMOVAL. Any officer elected or appointed by the board of directors may be removed by a majority vote of the board of directors in office whenever in its judgment the best interest of the corporation would be served thereby.

Sec. 4. VACANCIES. A vacancy in any office may be filled by the board of directors for the unexpired portion of the term.

Sec. 5. PRESIDENT. The president shall be the principal executive officer of the corporation and shall supervise and control all of the business and affairs of the corporation. The president shall preside at all meetings of the members of the board of directors. The president may sign, with the secretary or any other officer of the corporation authorized by the board of directors any instrument which the board of directors has authorized to be executed, unless otherwise delegated or required.

Sec. 6. VICE PRESIDENT. In the absence of the president, the vice president shall perform the duties of the president. The vice president shall perform such other duties as from time to time may be assigned to the vice president by the president or by the board of directors.

Sec. 7. TREASURER. As required by the board of directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety as the board of directors shall determine. The treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; accept on behalf of the corporation any gift consistent with the purposes of the corporation, receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks or other depositories as shall be selected by resolution of the board of directors; and perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the president or the board of directors.

Sec. 8. SECRETARY. The secretary shall keep the minutes of the meetings of the members and of the board of directors; see that all notices are duly given in accordance with the provisions of these by-laws or as otherwise required; be custodian of the records of the corporation and keep a register of the post office address of each member which shall be furnished to the secretary by such member, and such other duties as from time to time may be assigned to the secretary by the president or by the board of directors.

ARTICLE VI COMMITTEES

Sec. 1. COMMITTEES OF DIRECTORS. The president, subject to approval of the directors, shall appoint the chairperson and members of all committees. The committees shall carry out such actions as authorized by the board or make recommendations to the board for action.

Sec. 2. STANDING COMMITTEES. The following committees shall be appointed each year:

Membership
Finance
Special Projects
Nominating
Long Range Planning
By-Laws

Sec. 3. EX-OFFICIO MEMBER. The president of the board of directors shall be an ex-officio member of each committee.

ARTICLE VII BOOKS AND RECORDS OPEN TO MEMBERS

Sec. 1. BOOKS AND RECORDS OPEN TO MEMBERS. All books and records of the corporation may be inspected by any member at any reasonable time.

ARTICLE VIII FISCAL YEAR

Sec. 1. FISCAL YEAR. The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each calendar year.

ARTICLE IX DUES

Sec. 1. ANNUAL DUES. The board of directors may determine from time to time by resolution the amount of annual dues payable to the corporation by members of each class.

Sec. 2. PAYMENT OF DUES. Dues shall be payable in advance on the first day of July in each fiscal year.

Sec. 3. DEFAULT AND TERMINATION OF MEMBERSHIP. When any member of any class shall be in default in the payment of dues for any period, his membership shall automatically terminate, provided however that his membership shall also automatically be reinstated upon payment of such dues.

ARTICLE X SEAL

This corporation shall not have a seal.

ARTICLE XI AMENDMENTS TO BY-LAWS

These by-laws may be amended or repealed and new by-laws may be adopted by a majority of the board of directors under the following conditions:

1. A notice containing all amendments or new by-laws must be mailed to all directors at least 10 days prior to a special or regular meeting.

2. At such meetings such new amendments or such new by-laws shall be read and discussed.

3. At the meeting next following, such change or changes shall be voted upon either as presented or as amended.

ARTICLE XII INUREMENT OF INCOME

No part of the net income of the corporation shall inure to the benefit of, or be distributed to, its members, officers or other private persons except that the corporation shall be authorized with the power to pay reasonable compensation for services rendered.

ARTICLE XIII LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise constitute and attempt to influence legislation, and the corporation shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE XIV DISSOLUTION CLAUSE

Upon the dissolution of the corporation, the board of directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation, or to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) as the board of directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation has been located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XV ENDOWMENT FUNDS

The board may, at any time, specify a gift, bequest or portion of a fundraiser as endowment funds. The board may set up such endowment funds as it feels are appropriate for the circumstances. Such endowment funds will remain in perpetuity with the income to be available for specific purposes. Their purpose will be established at the inception of the fund either by the donor or the board.

A34437
revised: 3/7/91

BYLAWS

FOR

DENVER PUBLIC LIBRARY FRIENDS FOUNDATION

I

NAME OF CORPORATION

The name of this Colorado Not-For-Profit Corporation, organized pursuant to C.R.S. ss 7-40-101 et seq., shall be

DENVER PUBLIC LIBRARY FRIENDS FOUNDATION

II

MEMBERSHIP AND DUES

(A) Membership shall be open to all persons who support the purposes of the corporation.

(b) The determination of the amount of membership dues shall be made by the trustees.

(c) Dues shall be paid annually.

(d) Dues collected shall be expended to pursue the purposes of the corporation.

(e) Members shall periodically be apprised of the regular meetings of the Board of Trustees and invited to attend.

III

TRUSTEES

(a) The management of the corporation shall be vested in a Board of Trustees consisting of not more than 30 and not less than 15 trustees who shall hold office for a period of 3 years with the terms of office of approximately one-third of the Trustees to expire each year. All vacancies in the Board of Trustees may be filled by a majority vote of the Trustees present and voting at any regularly scheduled or specially called meeting. Ex-officio, voting trustees will include two members of the Denver Public Library Commission. Ex-officio, non-voting members shall include the City Librarian.

(b) Trustees shall be limited to two full consecutive terms, a Trustee may again be considered for election by the Nominating Committee, provided one full year has elapsed since last service on the Board.

(c) The Board of Trustees may exercise all such lawful powers and all such lawful acts as are not prohibited by statute, certificate of incorporation, or by these bylaws.

(d) The meetings of the Board of Trustees shall be held monthly, at such places and times as the Board of Trustees may determine. Special meetings may be called by the President or 25% of the Board members, provided that notice of the same shall be sent at least one week prior to the time of the meeting. The regular meeting of the Board shall be open to the membership.

(e) One-third of the voting members of the Board of Trustees shall constitute a quorum. If a quorum is not present, the meeting may be adjourned to a later date not more than 10 days later. Business shall be conducted by a majority vote of those present.

(f) All Trustees holding office on May 1, 1991, may be considered by the Nominating Committee for election to a single additional consecutive term regardless of the number of consecutive terms that Trustee has served.

IV

ANNUAL MEETINGS OF THE BOARD OF TRUSTEES

(a) There shall be an annual meeting of the Board of Trustees for the purpose of filling all vacancies on the Board of Trustees created by expiration of office or an increase in the number of Trustees, for the election of officers, and for the transaction of other business. Notice of this meeting shall be submitted to the Board of Trustees in writing at least 7 days prior to the meeting.

(b) The Nominating Committee shall present the names of the Board members nominated for positions as Officers and the names of individuals nominated to fill vacancies on the Board of Trustees. The President shall appoint the new Nominating Committee, subject to approval by the outgoing Board of Trustees. The duties of the new Officers, Trustees and Nominating Committee shall commence upon adjournment of the meeting.

V

OFFICERS

The officers of this corporation shall be a President, Vice President, Secretary, and Treasurer, to be elected from the Board of Trustees at each annual meeting to hold office for a 1-year term. No officer shall be eligible to serve more than 2 consecutive terms in the same office.

VI

DUTIES OF OFFICERS

(a) The duties of the President shall include presiding over the Board meetings, appointing committee chairs and members of the nominating committee, and serving as an ex-officio member of all committees, except the nominating committee.

(b) The duties of the Vice President shall include performing the duties of the president in his or her absence.

(c) The duties of the Secretary shall include taking attendance and recording the minutes at meetings of the Board of Trustees and of the general membership.

(d) The duties of the Treasurer shall include keeping and maintaining financial records of the organization, collecting, holding and dispensing such monies as appropriate and serving as a member of the Finance Committee.

ARTICLE VII

Indemnification of Trustees and Salaried Employees

Section 1. Authority for Indemnification. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he is or was a Trustee or salaried employee of the corporation or is or was serving at the request of the corporation (whether or not as a representative of the corporation) as a director, officer, employee, or fiduciary of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorney fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit, or proceeding if it is determined by the groups set forth in Section 3 of this Article VII that he conducted himself in good faith and that he (1) reasonably believed, in the case of conduct in his official capacity with the corporation, that his conduct was in the corporation's best interests, or (2) in all other cases (except criminal cases) believed that his conduct was at least not opposed to the corporation's best interests, or (3) with respect to criminal proceedings had not reasonable cause to believe his conduct was unlawful. A person will be deemed to be acting in his official capacity while acting as a Trustee or salaried employee of this corporation and not when acting on this corporation's behalf for some other entity. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in the best interests of the corporation and, with respect to any original criminal action or proceeding, had reasonable cause to believe that his conduct was unlawful. No indemnification shall be made under this Section 1 to a Trustee or salaried employee with respect to any claim, issue of matter in connection with a proceeding by or in the right of the corporation in which the Trustee or salaried employee was adjudged liable to the corporation for any breach of the Trustee's or salaried employee's duty of loyalty to the corporation or its members; acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or any transaction from which the Trustee or salaried employee derived an improper personal benefit unless and only to the extent that the court in which such action or suit was brought or another court of competent jurisdiction determines upon application by the Trustee or salaried employee that, despite the adjudication of liability, but in view of all circumstances of the case, such Trustee or salaried employee is fairly and reasonably entitled to indemnification for such expenses which such court deems proper. Further, indemnification under this Section 1 in connection with a proceeding brought by or in the right of the corporation shall be limited to expenses (including attorney fees) actually and reasonably incurred by the Trustee or salaried employee in connection with the defense or settlement of such action or suit.

Section 2. Expenses. To the extent that a Trustee or salaried employee of the corporation shall be successful on the merits in defense of any action, suit, or proceeding referred to in Section 1 of this Article VII or in defense of any claim, issue, or matter therein, he shall be indemnified by the corporation against expenses (including attorney fees) actually and reasonably incurred by him in connection therewith.

Section 3. Authorization. Any indemnification under Section 1 of this Article VII (unless ordered by a court) shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the Trustee or salaried employee is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 1. Such determination shall be made by the Board of Trustees by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit, or proceeding, or, if such a quorum is not obtainable or even if obtainable, but a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion, or by the members.

Section 4. Advance Payment of Expenses. Expenses (including attorney fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding to a Trustee or salaried employee upon receipt of (1) a written affirmation of such Trustee's or salaried employee's good faith belief that be has met the standards of conduct prescribed in Section 1 of this Article VII: (2) a written undertaking executed personally or on his behalf, to repay such advances if it is ultimately determined that he did not meet the prescribed standards of conduct; and (3) a determination is made by the proper group as described in Section 3 of this Article VII that the facts as then known to the group would not preclude indemnification. Determination and authorization of payments shall be made in the same manner specified in Section 3 of this Article VII.

Section 5. Non-Exclusivity and Continuance. The indemnification provided by this Article VII shall not be deemed exclusive of any other rights to which any person indemnified may be entitled under the Articles of Incorporation, any agreement, insurance policy, vote of the members or disinterested Trustees, or otherwise, and any procedure provided for by any of the foregoing, both as to action in his official d=capacity and as to action in another capacity while holding such office. Any indemnity otherwise payable under this Article VII on account of any specific loss or expense shall be reduced by the amount of any insurance proceeds paid or payable to the person to be indemnified on account of the same loss or expense if such insurance is provided by the corporation or any of its affiliates. The indemnification provided by this Article VII shall continue as to a person who has ceased to be a Trustee or salaried employee with regard to acts or omissions of such person occurring or alleged to have occurred while the person was so engaged, and shall inure to the benefit of heirs, executors, and administrators of such a person.

VIII

COMMITTEES

Section 1. Standing Committees. There shall be the following standing committees:

(a) The Executive Committee of the Board of Trustees shall consist of the 4 officers and the immediate past president. A quorum at executive meeting shall be a majority of the committee. The Executive Committee is authorized to transact all business of the corporation between meetings of the trustees other than the filling of Board vacancies and permanent committee chairs, and the amending of the bylaws or articles of incorporation.

(b) A Nominating Committee consisting of 3 members shall be selected by the President and approved by the Board of Trustees at the annual meeting of the Board. It shall be the duty of the Nominating Committee to prepare a list of nominations for officers of the Board of Trustees for presentation at the annual meeting. The Nominating committee shall provide the membership with reasonable advance notice of its intention to select nominees for Officers and Trustees. Members may then submit to the Committee a resume or other request for consideration to be selected as a nominee. The Committee shall consider the resume or other request for consideration prior to selecting nominees.

Section 1 (c): A Finance Committee chaired by the Treasurer and consisting of such members as are deemed appropriate and approved by the Board. Such Committee is charged with the overseeing of accounting, auditing, tax exempt status and investment management.

Section 1 (d): An Acquisitions Committee consisting of a chair appointed by the President who shall be a member of the Board of Trustees and approved by the Board, and such additional members as deemed appropriate.

Section 1 (e): A Children's Services Committee consisting of a chair appointed by the President who shall be a member of the Board of Trustees and approved by the Board, and such additional members as deemed appropriate.

(f) A Planning Committee consisting of a chair appointed by the President who shall be a member of the Board of Trustees and approved by the Board, the immediate past-President and such additional members as are deemed appropriate. This committee shall recommend to the Board the mission and aims of the Friends Foundation, long-and-short term range goals and objectives, committee structures and responsibilities.

(g) A Program Committee consisting of a chair appointed by the President who shall be a member of the Board of Trustees and approved by the Board, and such additional members as are deemed appropriate. This committee shall periodically review all existing programs for consistency with the Friends Foundation's goals, objectives and utilization of resources and evaluate new program and activity proposals making appropriate recommendations to the Board.

(h) A Development Committee consisting of a chair appointed by the President, who shall be a member of the Board of Trustees and approved by the Board, and such additional members as are deemed appropriate. This committee shall lead the efforts of Trustees and volunteers in establishing and implementing the fund-raising programs of the Friends Foundation and the Library.

(i) A Membership Committee consisting of a chair appointed by the President, who shall be a member of the Board of Trustees and approved by the Board, and such additional members as are deemed appropriate. This committee shall develop membership goals and programs, establish membership categories and provide guidance to the Executive Director and the Board in achieving such objectives.

Section 2. Additional Committees. The Board of Trustees may appoint such additional committees as may at any time be deemed necessary or proper and may delegate to them such powers as may be necessary. Such committees shall consist of a Chair who shall be a member of the Board of Trustees, appointed by the President, and approved by the Board of Trustees.

IX

AMENDMENTS

Section 1. Bylaws. These bylaws may be amended at any meeting of the Board of Trustees, by a two-thirds vote of the Board of Trustees present at such a meeting, provided written notice of the proposed amendment has been mailed to all members of the Board of Trustees at least one week prior to the meeting.

Section 2. Articles of Incorporation. The articles of incorporation may be amended at any meeting of the Board of Trustees, by a two-thirds vote of the trustees present at such meeting; provided however, that the articles shall never be amended so as to make this corporation other than a charitable organization within the meaning of 501 (c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law). Written notice of the proposed amendment shall be mailed to all members of the Board of Trustees at least one week prior to such meeting.

X

TRUSTEE

I certify that the foregoing is a full and complete copy of the Bylaws of Denver Public Library Friends Foundation adopted on February 26, 1986, as amended on May 23, 1991.

H. Benjamin Duke Jr.

H. Benjamin Duke, Jr., President
May 23, 1991

Ann Kirchhof

Ann Kirchhof, Secretary
May 23, 1991

State of Colorado)
)ss:
City & County of Denver)

Before me, Elaine Langeberg, a notary public within and for said city and county, in the state aforesaid, personally appeared H. Benjamin Duke, Jr. and Ann Kirchhof, who, being first duly sworn, declared that they are the President and Secretary, respectively, of DENVER PUBLIC LIBRARY FRIENDS FOUNDATION, a Colorado nonprofit corporation, and severally acknowledged that they signed, sealed and delivered the foregoing Bylaws of the Denver Public Library Friends Foundation, amended at the Annual Meeting of May 23, 1991, as their free and voluntary act and deed for the uses and purposes therein set forth, and that the statements therein contained are true.

Given under my hand and notarial seal this 27th day of June, 1991.

Elaine T. Langeberg
Notary Public

My commission expires: 12/10/92

BYLAWS
OF
EUGENE PUBLIC LIBRARY FOUNDATION

ARTICLE I - PURPOSE

Section 1. Purpose. The Eugene Public Library Foundation (hereinafter "Foundation"), is a non-profit corporation organized under the laws of Oregon as the Eugene Public Library Foundation and has been and is incorporated to serve the following purposes:

1.1 To promote the concept that the library is an integral part of the community.

1.2 To stimulate to interest of the community and Friends of the Eugene Public Library and the acquisition of non-tax resources.

1.3 To stimulate and encourage contributions to the Library especially through gifts, grants, and bequests.

1.4 To receive and encourage gifts in accordance with Section 501 C3 of the Internal Revenue Code of 1954 as Amended.

ARTICLE II - OFFICES

Section 1. Principal Office. The principal office of the Foundation shall be located in Eugene, Oregon. The Foundation may have such other offices either within or without the State of

Oregon as the Board of Directors may designate or as the business of the Foundation may require from time to time.

Section 2. Registered Office. The registered office of the Foundation required by the Oregon Business Corporation Act to be maintained in the State of Oregon may be, but need not be, identical with the principal office in the State of Oregon and the address of the registered office may be changed from time to time by the Board of Directors upon due compliance with the requirements of Oregon law.

ARTICLE III - MEMBERS

The Foundation shall have no shareholders or members. No shares of capital stock shall be issued.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. General Powers. The business and affairs of the Foundation shall be managed exclusively by its Board of Directors. The Board of Directors is vested with the power possessed by the corporation itself, insofar as this delegation of authority is not inconsistent with the laws of the State of Oregon, the Articles of Incorporation or with these Bylaws.

Section 2. Number, Tenure and Qualifications. The number of directors of the Foundation shall be not less than 5 nor more than 21. The exact number within such minimum and maximum limits shall be fixed by resolution of the directors from time to time. The number of trustees may be increased or decreased by amendment to the Bylaws, without reference to the Articles of Incorporation. No decrease in number shall have the effect of shortening the term of any incumbent director.

The term of the directors shall be for a period of 3 years except as hereinafter provided. No director shall serve, however, more than 2 consecutive 3-year terms.

The Board of Directors shall include at all times 1 director chosen from the Eugene Public Library Board of Trustees, and 2 directors chosen from the "Friends of the Eugene Public Library". There are no special qualifications for any other members of the Board of Directors. The City of Eugene Librarian or his designee will be an ex officio member of the Board of Directors.

It being appropriate to maintain continuity on the Board, 2/3 of the directors shall at all times have been a member of the Board for at least 1 year. To this end, upon the first annual election of directors, the directors shall be divided by lot into 3 classes. The first class shall serve a term of 1 year, the second class shall serve a term of 2 years and the third class shall serve a term of 3 years. Each director shall then hold office for the term for which he or she is elected and until his or her successor shall have been elected to serve a term of 3 years, except those elected to fill a vacancy left by a former director. If and when additional positions on the Board are created, the 3 classes shall be balanced in numbers so far as may be possible.

Section 3. Election and Term. After the first annual meeting of the Board of Directors, the member or members of 1 class of directors shall be elected by the Board of Directors at each annual meeting, to hold office until the expiration of their term of office and until his or her successors are elected and qualified. A director elected to fill a vacancy or serving in a class in which his or her initial term was less than 3 years, may serve 2 consecutive 3-year terms in addition to the period of time for which he was first elected.

Prior to the expiration of the term of office for each director, the Board of Directors shall be vested with the responsibility of nominating and electing successor directors who have consented to serve. Each successor director shall be elected by the affirmative vote of a majority of the directors then serving. The directors named in the Articles of Incorporation shall serve as directors until the first annual meeting of the corporation.

Section 4. Regular Meeting. The annual meeting of the Board of Directors shall be held during January of each year, at such places as designated by the directors, or at such other time and place as determined by the directors, and with appropriate notice. The Board of Directors may provide, by resolution, the time and place, either within or without the State of Oregon, for the holding of additional regular meetings. The resolution shall set forth the notice for the meeting.

Section 5. Special Meeting. Special meetings of the Board of Directors may be called at the request of the President or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or without the State of Oregon as a place for holding any special meeting of the Board of Directors called by them.

Section 6. Notices. Notice of any regular meeting of the Board of Directors shall be given at least 10 days prior thereto by written notice or oral communication delivered personally or mailed, if in writing, to each director at the director's last known address. Notice of any special meeting shall be given at least 5 days prior thereto by written notice delivered personally or mailed to each director at the director's last known address. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail. Any director may waive notice of any meeting. The attendance of a director at a meeting shall constitute a waiver of such notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is lawfully called or convened.

Section 7. Quorum. The majority of the directors present at a meeting shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 8. Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 9. Vacancies. Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of the majority of the remaining directors. If there shall be only 1 remaining director, the remaining director may appoint the person or persons required to fill any vacancies. A director elected to fill a vacancy shall be elected for the unexpired term of that director's predecessor in office.

Section 10. Presumption of Assent. A director of the Foundation who is present at a meeting of the Board of Directors at which action on any Foundation matter is taken shall be presumed to have assented to the action taken unless his dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with a person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the Foundation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 11. Removal. A director may be removed in two ways. At any meeting of the Board of Directors, any individual director may be removed from office without cause by a vote of more than fifty percent of the directors then serving. Any director elected or appointed by the Board of Directors may be removed after three consecutive absences without a valid excuse.

ARTICLE V - OFFICES

Section 1. Description. The officers of the Foundation shall be a president, one or more vice-presidents, secretary and treasurer, each of whom shall be elected by the Board of Directors. Other officers as deemed necessary by the Board may be elected or appointed by the Board of Directors.

Section 2. Election and Term of Office. The officers shall be elected annually by the Board of Directors at the annual meeting of the Board of Directors. Each officer shall hold office until the officer's successor shall have been duly elected and have qualified or until that officer's death or until the officer shall resign or until the officer shall have been removed in the manner hereinafter provided. No officer shall serve more than two consecutive terms in one office.

Section 3. Removal. Any officer or agent elected or appointed by the Board of Directors may be removed without cause by a majority of the Board of Directors whenever in its judgment the best interest of the corporation would be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The president shall be the principal executive officer of the Foundation and, subject to the control of the Board of Directors, shall in general supervise all of the business and affairs of the Foundation. The president shall preside at the Board of Directors meetings. The president may sign with the secretary or any other proper officer of the Foundation authorized by the the Board of Directors any checks, deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Foundation, or shall be required by law to be otherwise signed or executed; and in general, shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. Vice-Presidents. In the absence of the president or in the event of the president's death, inability or refusal to act, the vice-president (or in the event there be more than one vice-president) the vice-president shall perform the duties of the president and when so acting, shall have all of the powers of and be subject to all of the restrictions upon the president.

Any vice-president shall perform such duties as from time to time may be assigned by the vice president, by the secretary or by the Board of Directors.

Section 7. Secretary. The secretary shall: (a) keep the minutes of the Board of Directors meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records; (d) keep a register of the post office address of each director; and (e) in general, perform all duties as from time to time may be assigned to the secretary by the president or by the Board of Directors.

Section 8. Treasurer. The treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the Foundation; (b) receive and give receipts for monies due and payable to the Foundation from any source whatsoever, and deposit all such monies in the name of the Foundation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these Bylaws; (c) make such reports as are deemed necessary by the Board; (d) in general, perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to the treasurer by the president or by the Board of Directors. The treasurer may be required to be bonded.

ARTICLE VI - COMMITTEES

Section 1. Number of Committees. There shall be two standing committees maintained for the efficient operation of the Foundation, consisting of not less than 3 individuals each. The committees and their functions shall be:

(a) The Finance Committee is authorized to invest and manage the Foundation assets. The committee shall be responsible to present a proposed budget to the Board of Directors at the annual meeting of said Board. The Finance Committee shall also be responsible to assess the Foundation's compliance with the budget and report the same to the Board on no less than a quarterly basis. The chairman of the Finance Committee shall be elected by the committee members, but is subject to Board approval. The Finance Committee shall also be responsible for examining the corporation's books and making recommendations as to audits. The Finance Committee may authorize expenditures of up to $100.00 without Board approval.

(b) The Public Information Committee. This committee shall be responsible to distribute appropriate materials regarding the purposes of the Foundation.

ARTICLE VII - CONTRACTS, LOANS, CHECKS and DEPOSITS

Section 1. Contracts. The Board of Directors may authorize any officer, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Foundation, and such authority may be general or confined to specific instances.

Section 2. Loans to Foundation. No loan shall be contracted on behalf of the Foundation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Foundation, shall be signed by such officer or officers, agent or agents of the Foundation and in such manner as from time to time may be determined by the Board of Directors.

Section 4. Deposits. All funds of the Foundation not otherwise employed shall be deposited from time to time to the credit of the Foundation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VIII - FISCAL YEAR

The initial fiscal year of the corporation shall begin on January 1 and shall terminate on December 31 or at such other time as the Board of Directors shall provide.

ARTICLE IX - RESIGNATIONS AND REMOVAL

Any director or officer of the Foundation may resign at any time by giving written notice to the Foundation, to the Board of Directors or to the president of the Board or to the secretary of the corporation. However, no director may resign if doing so will result in leaving the Foundation without any elected directors who have agreed to serve. Any resignation shall take effect upon acceptance by the Board of Directors.

ARTICLE X - AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by the Board of Directors by a majority vote at any regular or special meeting of the Board of Directors.

ARTICLE XI - INDEMNIFICATION OF BOARD OF DIRECTORS AND OFFICERS

The Foundation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Foundation) by reason of the fact that the person is or was a director or officer of the Foundation, or is or was serving at the request of the Foundation as a director or officer of another foundation, corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement and actually and reasonably incurred by that person in connection with the action, suit or proceeding unless that person acted in bad faith and in a manner reasonably believed to be against or opposed to the best interest of the Foundation, and, with respect to any criminal action or proceeding, unless the person has reasonable cause to believe that the conduct was unlawful. Determination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person acted in bad faith or acted in a manner which the person reasonably believed to be against or opposed to the best interest of the Foundation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

To the extent that a director or officer of the Foundation has been successful and the merits or otherwise in defense of any action, suit or proceeding referred to above, or in defense of any claim, issue or matter therein, that person shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred in connection therewith.

Any indemnification under this Article, unless ordered by a court, shall be made by the Foundation only as authorized in the specific case upon a determination that indemnification of the director or officer is proper and the circumstances because that person has met the applicable standard of conduct set forth in this Article. Such determination shall be made (1) by the Board of Directors by a majority vote of a quorum consisting of directors who are not parties to such action, suit or proceeding, or (2) if such quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs by independent legal counsel in a written opinion.

Expenses incurred in defending a civil or criminal action, suit or proceeding, may be paid by the Foundation in advance of the final disposition of such action, suit or proceeding is authorized in the paragraph immediately above upon receipt of an undertaking by or on behalf of the director to repay that amount unless it shall ultimately be determined that person is entitled to be indemnified by the Foundation as authorized in this Article.

The indemnification provided by this Article shall not be deemed exclusive of any other right to which those indemnified may be entitled by law or under agreement, voted shareholders or disinterested directors or otherwise, both as to action in that person's official capacity and as to action in another capacity for holding that capacity and shall continue as to a person who has ceased to be a director or officer and shall inure to the benefit of the heirs, executors, and administrators of that person.

ARTICLE XII - MISCELLANEOUS

Section 1. Informal Action by Directors. Any actions required by the Oregon Non-profit Corporation Act to be taken at a meeting of directors or any other action which may be taken at a meeting of the directors may be taken without a meeting if a consent in writing setting forth the action so taken be signed by all directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as the unanimous vote of such directors.

Section 2. Books and Records. The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors.

Section 3. Adoption. The foregoing Bylaws have been adopted by this Foundation this ___ day of May, 1984.

EUGENE PUBLIC LIBRARY FOUNDATION

By

Its Secretary

PROPOSED CHANGE TO THE BYLAWS OF THE EUGENE PUBLIC LIBRARY FOUNDATION:

FROM:

ARTICLE IV Section 4 Regular Meeting The annual meeting of the Board of Directors shall be held during January of each year, at such places as designated by the directors, or at such other time and place as determined by the directors, and with appropriate notice. The Board of Directors may provide, by resolution, the time and place, either within or without the State of Oregon, for the holding of additional regular meetings. The resolution shall set forth the notice for the meeting.

TO:

ATRICLE IV Section 4 Regular Meeting The annual meeting of the Board of Directors shall be held during June of each year, at such places as designated by the directors, or at such other time and place as determined by the directors, and with appropriate notice. The Board of directors may provide, by resolution, the time and place, either within or without the State of Oregon, for the holding of additional regular meetings. The resolution shall set forth the notice for the meeting.

This amendment approved by the
Foundation Board at their meeting
May 8, 1989.

THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY FOUNDATION, INC.

The following resolutions were duly adopted by the Board of Directors and members entitled to vote of the Indianapolis-Marion County Public Library Foundation, Inc. (the "Foundation") at the meeting thereof held October 14, 1991:

Election to Have the 1991 Nonprofit Corporation Act Apply to the Foundation

RESOLVED, that the Board of Directors of the Foundation deems it to be in the best interest of the Foundation to elect to have the Indiana Nonprofit Corporation Act of 1991, Indiana Code §§ 23-17-1-1 through 23-17-30-4 (the "Act") apply to the Foundation as of October 14, 1991; and

FURTHER RESOLVED, that the members of the Foundation entitled to vote hereby approve and adopt the resolution of the Board of Directors and elect to have the Act apply to the Foundation; and

FURTHER RESOLVED, that the appropriate officers of the Foundation be, and each of them hereby is, authorized and directed to execute and file with the Secretary of State of the State of Indiana any and all certificates and other documents necessary or desirable in order to reflect and effectuate the Foundation's election to have the Act apply to the Foundation.

Adoption of Amended and Restated Articles of Incorporation

RESOLVED, that the Board of Directors deems it to be in the best interest of the Foundation to Amend and Restate the Articles of Incorporation of the Foundation in the form attached hereto as *Exhibit "A"* and made a part hereof (a copy of which was reviewed by each Director prior to adoption of this resolution); and

FURTHER RESOLVED, that the members of the Foundation entitled to vote hereby approve and adopt the Amended and Restated Articles of Incorporation of the Foundation as recommended by the Board of Directors; and

FURTHER RESOLVED, that the appropriate officers of the Foundation be, and each of them hereby is, authorized and directed to execute the Amended and Restated Articles of Incorporation of the Foundation and such other documents and certificates and to file same with the Secretary of State of the State of Indiana in order to reflect and effectuate the Foundation's adoption of the foregoing Amended and Restated Articles of Incorporation.

Adoption of Bylaws

RESOLVED, that the Bylaws of the Foundation attached hereto as *Exhibit "B"* and made a part hereof (copies of which were reviewed by each Director prior to this meeting) be, and the same hereby are, approved and adopted as the Bylaws of the Foundation and shall supersede and replace any prior Bylaws of the Foundation.

Number of Directors and Staggering of Terms of Directors

RESOLVED, that the number of Directors of the Board of Directors of the Foundation shall be, and it hereby is, thirteen (13) Directors.

FURTHER RESOLVED, that the Directors shall be, and hereby are, divided into three (3) groups for the purpose of staggering their terms of office; and that the Directors in each group and the end of each group's term of office is:

Director's Name	End of Term
Group 1	April, 1993
Winifred E. Petee	
William J. Stout	
Gordon H. Thompson	
John R. Walsh	
Group 2	April, 1994
Joseph A. Rothbard	
David W. Knall	
H. Roll McLaughlin	
Sarah W. Otte	
David L. Ratcliff	
Group 3	April, 1995
Robert E. Houk	
Marjorie Tarplee	
Raymond E. Gnat	
Dr. Joseph T. Taylor	

Classes and Contributions of Friends of the Library

RESOLVED, that the Contributing Friends of the Library shall be divided into the following classes based upon the amount of such Friends' contribution falling within the range set forth opposite each class below:

Class	Contribution Range
Individual	$15 - $24
Family	$25 - $49
Supporting	$50 - $99
Contributing	$100 - $499
Benefactor	$500 - $2,499
Life Patron (contributions for Life Patron class may be paid in five [5] annual installments)	$2,500 or more

Committees of the Board of Directors

RESOLVED, that the Finance Committee of the Board of Directors of the Foundation established pursuant to the Bylaws of the Foundation shall have the duty to monitor the investments of the Foundation, review the annual audits of the books and records of the Foundation, make recommendations to the Board of Directors concerning the financial affairs of the Foundation, make investment decisions of the Foundation's funds as deemed necessary by the committee, and perform such other duties and functions as are necessary or desirable in connection with the financial affairs of the Foundation; and

FURTHER RESOLVED, that the Development Committee of the Board of Directors of the Foundation established pursuant to the Bylaws of the Foundation shall have the duty to monitor and encourage all fund drives in which the Foundation is engaged, make recommendations to the Board of Directors concerning such fund drives, and perform such other duties as are necessary or desirable in connection with the future development of the Foundation; and

FURTHER RESOLVED, that the Executive Committee of the Board of Directors established pursuant to the Bylaws of the Foundation shall have and executed all of the duties of the Board of Directors save and except only such duties and powers as are set forth in Section 4 of Article VI of the Bylaws of the Foundation.

Exhibit A

AMENDED AND RESTATED ARTICLES OF INCORPORATION

OF

THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY FOUNDATION, INC.

The Indianapolis-Marion County Public Library Foundation, Inc. (the "Corporation"), having duly elected to be governed by the Indiana Nonprofit Corporation Act of 1991, Indiana Code §§ 23-17-1-1 through 23-17-30-4 (hereinafter referred to as the "Act"), and desiring to amend and restate its Articles of Incorporation effective upon the date of filing hereof with the Office of the Secretary of State of the State of Indiana pursuant to the provisions of the Act, submits the following Amended and Restated Articles of Incorporation, which supersede and take the place of the existing Articles of Incorporation.

ARTICLE I

Name and Classification

Section 1.1. Name.

The name of the Corporation is The Indianapolis-Marion County Public Library Foundation, Inc.

Section 1.2. Classification.

This Corporation is a public benefit corporation.

Section 1.3. Date of Incorporation.

The Corporation was incorporated on January 25, 1969.

ARTICLE II

Purposes and Powers

Section 2.1. Purposes of the Corporation.

The purposes for which the Corporation is formed are: To act as a nonprofit organization exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any succeeding Federal income tax laws (the "Code"), solely within the framework of the foregoing purposes and only in furtherance thereof and as a means to those ends, including the following purposes:

a) To promote the development, expansion, and improvement of library facilities and services in Marion County, Indiana; and

b) To work with The Indianapolis-Marion County Public Library, and its board and staff, to promote the development, expansion, and improvement of its facilities and services; and

c) To solicit gifts, bequests, and financial assistance of whatsoever kind, and to make gifts and bequests, to administer funds of same and to give financial assistance in furtherance of the foregoing purposes; and to cooperate and work with other foundations, corporations, associations, or agencies in furtherance of the foregoing purposes.

Section 2.2. Powers. Subject to any limitation or restriction imposed by the Act, the Code, any other law, or any other provision of these Articles of Incorporation, the Corporation shall have the power, either alone or in conjunction or cooperation with others, to do any and all lawful acts and things and to engage in any and all lawful activities which may be necessary, useful, suitable, desirable, or proper for the furtherance, accomplishment, fostering, or attainment of any and all of the purposes set forth in Section 2.1 hereof, and to aid and assist other organizations whose activities are such as further, accomplish, foster, or attain any of such purposes.

Section 2.3. Limitations on Powers.

(a) Notwithstanding anything herein to the contrary, the Corporation shall not engage in any transaction or do anything whatsoever forbidden or prohibited under the provisions of the Code as generally applicable to nonprofit and tax exempt corporations, nor which shall subject the Corporation to any excise tax under Chapter 41 or 42 of the Code.

(b) The Corporation is not organized for profit and all of the assets and earnings of the Corporation shall be used exclusively for the purposes set forth in Section 2.1 hereof, including the payment of expenses incidental thereto; no part of the net earnings of the Corporation shall inure to the benefit of any private shareholder or individual; no substantial part of the Corporation's activities shall be for carrying on propaganda or otherwise attempting to influence legislation; and the Corporation shall not participate in, or intervene in, any political campaign on behalf of, or in opposition to, any candidate for public office.

(c) The Corporation shall not make any distribution of its earnings or property to any organization which has not been granted an exemption from income taxation by the Internal Revenue Service under the provisions of Section 501(a) of the Code or which is otherwise exempt from income taxation.

(d) Upon the dissolution of the Corporation, the Board of Directors, after paying or making provision for the payment of all liabilities of the Corporation, shall dispose of all the assets of the Corporation exclusively for the purposes set forth in Section 2.1 hereof in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes similar to that of the Corporation and as shall at the time qualify as an exempt organization or organizations under Section 501(a) of the Code, or which is otherwise exempt from income taxation, as the Board of Directors shall determine. No director shall be entitled to any distribution or division of the property of the Corporation or of proceeds from any such property. Any assets of the Corporation not disposed of as aforesaid shall be disposed of by the Judge of the Circuit Court of Marion County, Indiana, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III

Period of Existence

The period during which the Corporation shall continue is perpetual.

ARTICLE IV

Registered Office and Registered Agent

Section 4.1. Registered Office. The address of the Registered Office of the Corporation is 40 East St. Clair Street, Indianapolis, Indiana 46204.

Section 4.2. Registered Agent. The name and post office address of the Corporation's Registered Agent for service of process is Raymond E. Gnat, 40 East St. Clair Street, Indianapolis, Indiana 46204.

Section 4.3. Principal Office. The post office address of the principal office of the Corporation is 40 East St. Clair Street, Indianapolis, Indiana 46204.

ARTICLE V

Members

The Corporation shall not have members.

ARTICLE VI

Directors

The Corporation shall have a Board of Directors consisting of the number of individuals as set forth in, or fixed in accordance with, the Bylaws of the Corporation. Directors shall be elected by the Board of Directors and shall serve for terms of office all as specified in the Bylaws of the Corporation. The Board of Directors, subject to any specific limitations or restrictions imposed by the Code, the Act or these Articles of Incorporation, shall direct the carrying out of the purposes and exercise the powers of the Corporation.

ARTICLE VII

Provisions for Regulation of Business and Conduct of Affairs of the Corporation

Section 6.1. Location of Meetings. Meetings of the Board of Directors or of any committees of the Board of Directors may be held at such place, within or without the State of Indiana, as may be specified in the respective notices or waivers of notice thereof.

Section 6.2. Bylaws. The Board of Directors of the Corporation shall have the power to make, alter, amend or repeal the Bylaws of the Corporation, but the affirmative vote of a number of Directors equal to a majority of the number who would constitute a full Board of Directors at the time of such action shall be necessary to take any action for the making, alteration, amendment or repeal of the Bylaws. Said Bylaws shall provide for the regulation and conduct of the affairs of the Corporation.

Section 6.3. Amendment of Articles of Incorporation. The Corporation reserves the right to amend, alter, change or repeal any provision contained in these Articles of Incorporation, or in any amendment hereto, or to add any provision to these Articles of Incorporation or to any amendment hereto, in any manner now or hereafter prescribed or permitted by the provisions of the Act or any amendment thereto, or by the provisions of any other applicable statute of the State of Indiana.

IN WITNESS WHEREOF, the undersigned, being the current President and Secretary of the Corporation, hereby execute these Amended and Restated Articles of Incorporation and verify to the best of their knowledge and belief and subject to the penalties of perjury that the facts contained herein are true.

Robert E. Houk, President

Raymond E. Gnat, Secretary

This instrument prepared by Robert G. Solloway, Attorney at Law, KLINEMAN, ROSE, WOLF and WALLACK, First Indiana Plaza, Suite 2100, 135 North Pennsylvania Street, Indianapolis, Indiana 46204-2456.

Exhibit B

BYLAWS

of

THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY FOUNDATION, INC.

ARTICLE I

General Provisions

Section 1. The Indianapolis-Marion County Public Library Foundation, Inc. (the "Foundation") is a nonprofit corporation existing under the Indiana Nonprofit Corporation Act of 1991, Indiana Code §§ 23-17-1-1 through 23-17-30-4 (the "Act") and was incorporated on February 25, 1969.

Section 2. The purpose of the Foundation is to promote the development, expansion, and improvement of library facilities and services, and to aid and assist in all facets of library operations, and for other charitable and educational purposes as set forth in the Articles of Incorporation of the Foundation.

Section 3. The Foundation is not organized for profit and no part of its earnings shall inure to the benefit of any private member or individual. The Foundation shall not make any distributions of its earnings or property to any organization which is not tax-exempt by the Internal Revenue Service under Section 501 of the Internal Revenue Code, or is not otherwise exempt from taxation.

Section 4. In the event of liquidation or dissolution of the foundation, whether voluntary or involuntary, no officer or director shall be entitled to any distribution or division of its remaining property or proceeds, and the balance of all money and other money received by the Foundation from any source, shall be used or distributed exclusively for purposes within those set forth in the Articles of Incorporation and Section 501(c)(3) of the Internal Revenue Code, as amended. Any moneys or property remaining after all amounts shall have been paid as above provided, shall be disposed of by the Judge of the Circuit Court of Marion County, Indiana, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II

Contributors--Friends of the Library

Section 1. Any person or organization interested in the purposes of the Foundation and making annual contributions specified by resolution of the Board of Directors from time to time shall be eligible to receive a certificate identifying such contributor as a Friend of the Library for the year in which such contribution is made.

Section 2. Funds received from contributions and any other source shall be deposited to the account of the Foundation.

Section 3. Classes of contributing Friends of the Library may be specified and determined, from time to time, by resolution of the Board of Directors of the Foundation.

Section 4. The Board of Directors shall, by resolution, fix the range of contributions for each class of Friends of the Library. Each Friend of the Library making a contribution in any year shall be a part of the class determined by reference to the amount of such contribution made for such year.

Section 5. Any person who has performed distinguished service may become, on the recommendation of the Board of Directors, an honorary Friend of the Library.

ARTICLE III

Friends Branch Charters

Section 1. The Board of Directors of the Foundation may authorize the organization of local chapters of "Friends Of The Library" in branch libraries to be known as the "Friends Of The Library, (Branch Name) Chapter," respectively. The purpose of such local chapter shall be the same as that of the Foundation but with special reference to the branch library with which each chapter is associated.

Section 2. Each branch chapter may elect such officers as they deem necessary. The branch agency administrator shall be an ex-officio member of the branch chapter and shall be invited to attend all meetings of the chapter.

Section 3. Each participant in a branch chapter shall be a contributor to the Foundation, and the organization and continuation of a chapter shall be subject to the approval of the Board of Directors of the Foundation.

Section 4. Written intention to form a branch chapter, a copy of proposed bylaws in the form provided by the Foundation, together with a written program of activities contemplated for the ensuing year shall be submitted to the secretary of the Foundation no later than February 1st, for consideration by the Foundation at its annual meeting.

Section 5. In the event of a conflict between the bylaws of the branch chapter and the Articles of Incorporation and Bylaws of the Foundation, the Articles of Incorporation and Bylaws of the Foundation shall take precedence and shall be binding on the branch chapter.

ARTICLE IV

Board Of Directors

Section 1. The business and property of the Foundation shall be managed and conducted by a Board consisting of at least three (3) but not more than twenty (20) directors. The exact number of directors shall be fixed by resolution of the Board of Directors, from time to time. The Board of Directors of the Foundation shall include the Director of Libraries of the Indianapolis-Marion County Public Library plus one member of the Board of Trustees of the Indianapolis-Marion County Public Library, as elected by the Board of Directors. In the event the Director and/or member of the Library Board should cease to be the Director or a member of the Library Board, as the case may be, at any time while serving on the Board of Directors of this Foundation (so that the Board of Directors of this Foundation no longer includes at least the Director and one member of the Library Board), then any newly appointed Director and/or one member of the Library Board shall be elected as Directors of this Foundation. All Directors shall be elected by the Board of Directors at the annual meeting thereof or as otherwise set forth in these Bylaws.

Section 2. Directors shall serve for a term of five (5) years and until their respective successors are duly elected and qualified. Directors may serve an unlimited number of terms. The Board of Directors, by resolution, may divide the Directors into two (2) or more groups for the purpose of staggering their terms of office. At each annual meeting of the Board of Directors the Directors elected to succeed those whose terms then expire shall be identified as being of the same group as the Directors they succeed and shall be elected for terms expiring at the fifth (5th) succeeding annual meeting of the Director class of Members.

Section 3. At least one third (1/3) of the Directors, but not less than two (2) Directors, qualified to vote at a meeting of the Board of Directors must be present in order to constitute a quorum. Unless the Act, the articles of incorporation of the Foundation or these Bylaws require a greater number, the affirmative vote of a majority of Directors present at a meeting of the Board of Directors at which a quorum is present shall constitute action by the Board of Directors.

Section 4. Any vacancy occurring on the Board of Directors, whether by death, resignation or removal of a Director or by an increase in the Board of Directors, shall be filled by the Board of

Directors. Any Director elected to fill any vacancy as above provided shall serve the remaining term of his or her preceding Director, provided that any Director elected to fill a vacancy occurring because of an increase in the Board of Directors shall serve a full five (5)-year term.

Section 5. Regular meetings of the Board of Directors shall be held at 4:00 P.M. on the second Monday in each of January, April, July and October of each year at the principal office of the Foundation or at such other place, date or time as shall be designated in notice of the meeting delivered by the President or Secretary of the Foundation. The regular meeting to be held in April of each year shall be the annual meeting of the Foundation's Board of Directors, unless the Board of Directors designates another meeting to be such annual meeting.

Section 6. Special meetings of the Board of Directors of the Foundation may be held at any time and place within the State of Indiana upon call of the president of the Foundation, by a resolution of the Board of Directors or as otherwise provided by law.

Section 7. A written notice of any annual, regular or a special meeting of the Board of Directors, stating the time and place of said meeting and, in the case of a special meeting, the purposes for which the special meeting is called, shall be delivered or mailed, by first class U.S. mail, by the president or secretary of the Foundation to each member of the Board of Directors at his or her last known post office address, and if the meeting is a special meeting, it shall be delivered or mailed at least ten (10) days prior to the date of the meeting. Notice of any meeting may be waived in writing signed by all members of the Board of Directors.

Section 8. Each Director shall have one (1) vote on each matter to be voted upon by the Board of Directors.

Section 9. The Board of Directors may employ such persons as may be necessary for the purpose of carrying on the business of the Foundation and may prescribe the duties of and the compensation to be paid such persons. This power may be delegated by the Board of Directors to any of the officers of the Foundation.

Section 10. Any Director may resign at any time by delivering to the secretary of the Foundation his or her written resignation which shall be effective upon receipt unless a later effective date is specified in the written resignation.

Section 11. The Board of Directors agrees and does hereby indemnify any and all Directors or officers or former Directors or officers of the Foundation or any person who may have served at the Foundation's request, as Director or officer of another foundation or corporation to which this Foundation may be affiliated, against expenses actually or reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been such Director or officer except where such indemnity is prohibited by law.

Section 12. Directors may participate in any regular, annual or special meeting of the Board of Directors, respectively, through the use of telephonic conference or other means of communication by which all participants may simultaneously hear each other during such meeting. Participation by such means shall be deemed participation in person at such meeting.

Section 13. Action required or permitted to be taken at any special, regular or annual meeting of the Board of Directors may be taken without a meeting if the action is taken by all Directors. Such action must be evidenced by written consents describing the action taken, signed by each Director and filed with the corporate records reflecting such action.

ARTICLE V

Officers

Section 1. The Board of Directors shall meet and elect annually a president, a vice-president, a secretary and a treasurer and shall appoint such assistants or combine any offices as may, from time to time be deemed proper. Such officers shall hold office for a period of two (2) years and until their respective successors are chosen and have qualified.

Section 2. Any vacancy occurring in any office by reason of death, resignation, or otherwise, shall be filled by the Board of Directors and such officers shall hold office for the remaining term of their respective predecessors and until their successors are chosen and have qualified.

Section 3. The president shall be the chief executive officer of the Foundation and shall have general charge and management of the property and affairs of the Foundation. He or she shall sign all conveyances and other instruments on behalf of the Foundation unless otherwise determined by the Board of Directors. He or she shall make or cause to be made an annual report of the condition of the Foundation which may be considered by the Board of Directors, and shall be submitted at the annual meeting of the Board of Directors. The president shall perform such other duties as these Bylaws may provide or as the Board of Directors may direct.

Section 4. The vice-president shall perform all duties incumbent upon the president during the absence or inability of the president to perform his or her duties, or any of them, and perform such other duties as the president or Board of Directors may prescribe.

Section 5. The secretary shall prepare and maintain a record of the proceedings of all meetings of the Board of Directors and committees of the Board. Such records shall be open at all times to the inspection of the officers and the members of the Board of Directors, and shall be public records. The Foundation may refuse to release information relating to the identity of its contributors. The secretary shall be responsible for authenticating all records of the Foundation. The secretary will be compensated in an annual amount not to exceed three thousand dollars ($3,000) for professional services. In addition, the secretary is to submit vouchers for reimbursement for travel and other expenses, supported by appropriate receipts, and upon the approval of the president, such expenses shall be paid by the Foundation.

Section 6. The treasurer shall have the custody of all funds and securities of the Foundation and shall keep or cause to be kept necessary books and records showing the financial condition of the Foundation and a separate financial account of each member. The treasurer shall see that all funds of the Foundation are drawn upon only in the manner authorized by the Board of Directors and by at least two (2) of the proper officers of the Foundation, and shall perform such other duties as the Board of Directors may direct.

Section 7. All other officers or official assistants shall perform such duties as may be prescribed by the Board of Directors.

Section 8. Any of the duties herein prescribed to be performed by one or more of the officers of the Foundation may be delegated by the Board of Directors to other officers or Directors of the Foundation unless such delegation is prohibited by law.

ARTICLE VI

Committees

Section 1. Special committees for the study and investigation of special problems may be created and committee members may be appointed by the president of the Foundation.

Section 2. Such committees are to serve until the completion of the work for which they were appointed unless sooner terminated or dissolved by the president or Board of Directors.

Section 3. There shall be three (3) standing committees of the Board of Directors, as follows: (a) the Executive Committee; (b) the Finance Committee; and (c) the Development Committee. The President shall appoint Directors to serve on each standing committee on an annual basis. The number of Directors to serve on each such committee shall be fixed by the President. Each standing committee shall have such duties and powers as is delegated to it by the Board of Directors subject to the restrictions thereon set forth in Section 4 of this Article VI.

Section 4. No committee of the Board of Directors shall have any authority to do the following:

a) approve distributions; or

b) approve or recommend to the members any of the following: (i) dissolution of Foundation; (ii) merger of the Foundation with any other entity; or (iii) any sale, pledge or transfer of all, or substantially all, of the Foundation's assets; or

c) elect, appoint, or remove Directors or fill vacancies on the Board of Directors or any committee; or

d) adopt, amend, or repeal the articles of incorporation or the bylaws of the Foundation.

ARTICLE VII

Fiscal Year

The fiscal year of the Foundation shall correspond with the calendar year beginning January 1st and ending December 31st of each year.

ARTICLE VIII

Amendment

The power to make, alter, amend, or repeal these Bylaws shall be vested in the Board of Directors.

AMENDED AND RESTATED ARTICLES OF INCORPORATION

OF

THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY FOUNDATION, INC.

APPROVED
AND
FILED

The Indianapolis-Marion County Public Library Foundation, Inc. (the "Corporation"), having duly elected to be governed by the Indiana Nonprofit Corporation Act of 1991, Indiana Code §§ 23-17-1-1 through 23-17-30-4 (hereinafter referred to as the "Act"), and desiring to amend and restate its Articles of Incorporation effective upon the date of filing hereof with the Office of the Secretary of State of the State of Indiana pursuant to the provisions of the Act, submits the following Amended and Restated Articles of Incorporation, which supersede and take the place of the existing Articles of Incorporation.

DEC 25 PM 1:04

ARTICLE I

Name and Classification

Section 1.1. Name.

The name of the Corporation is The Indianapolis-Marion County Public Library Foundation, Inc.

Section 1.2. Classification.

This Corporation is a public benefit corporation.

Section 1.3. Date of Incorporation.

The Corporation was incorporated on January 25, 1969.

ARTICLE II

Purposes and Powers

Section 2.1. Purposes of the Corporation.

The purposes for which the Corporation is formed are: To act as a nonprofit organization exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any succeeding Federal income tax laws (the "Code"), solely within the framework of the foregoing purposes and only in furtherance thereof and as a means to those ends, including, the following purposes:

a) To promote the development, expansion, and improvement of library facilities and services in Marion County, Indiana; and

b) To work with The Indianapolis-Marion County Public Library, and its board and staff, to promote the development, expansion, and improvement of its facilities and services; and

c) To solicit gifts, bequests, and financial assistance of whatsoever kind, and to make gifts and bequests, to administer funds of same and to give financial assistance in furtherance of the foregoing purposes; and to cooperate and work with other foundations, corporations, associations, or agencies in furtherance of the foregoing purposes.

Section 2.2. Powers. Subject to any limitation or restriction imposed by the Act, the Code, any other law, or any other provision of these Articles of Incorporation, the Corporation shall have the power, either alone or in conjunction or cooperation with others, to do any and all lawful acts and things and to engage in any and all lawful activities which may be necessary, useful, suitable, desirable, or proper for the furtherance, accomplishment, fostering, or attainment of any and all of the purposes set forth in Section 2.1 hereof, and to aid and assist other organizations whose activities are such as further, accomplish, foster, or attain any of such purposes.

Section 2.3. Limitations on Powers.

(a) Notwithstanding anything herein to the contrary, the Corporation shall not engage in any transaction or do anything whatsoever forbidden or prohibited under the provisions of the Code as generally applicable to nonprofit and tax exempt corporations, nor which shall subject the Corporation to any excise tax under Chapter 41 or 42 of the Code.

(b) The Corporation is not organized for profit and all of the assets and earnings of the Corporation shall be used exclusively for the purposes set forth in Section 2.1 hereof, including the payment of expenses incidental thereto; no part of the net earnings of the Corporation shall inure to the benefit of any private shareholder or individual; no substantial part of the Corporation's activities shall be for carrying on propaganda or otherwise attempting to influence legislation; and the Corporation shall not participate in, or intervene in, any political campaign on behalf of, or in opposition to, any candidate for public office.

(c) The Corporation shall not make any distribution of its earnings or property to any organization which has not been granted an exemption from income taxation by the Internal Revenue Service under the provisions of Section 501(a) of the Code or which is otherwise exempt from income taxation.

(d) Upon the dissolution of the Corporation, the Board of Directors, after paying or making provision for the payment of all liabilities of the Corporation, shall dispose of all the assets of the Corporation exclusively for the purposes set forth in Section 2.1 hereof in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes similar to that of the Corporation and as shall at the time qualify as an exempt organization or organizations under Section 501(a) of the Code, or which is otherwise exempt from income taxation, as the Board of Directors shall determine. No director shall be entitled to any distribution or division of the property of the Corporation or of proceeds from any such property. Any assets of the Corporation not disposed of as aforesaid shall be disposed of by the Judge of the Circuit Court of Marion County, Indiana, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III

Period of Existence

The period during which the Corporation shall continue is perpetual.

ARTICLE IV

Registered Office and Registered Agent

Section 4.1. Registered Office. The address of the Registered Office of the Corporation is 40 East St. Clair Street, Indianapolis, Indiana 46204.

Section 4.2. Registered Agent. The name and post office address of the Corporation's Registered Agent for service of process is Raymond E. Gnat, 40 East St. Clair Street, Indianapolis, Indiana 46204.

Section 4.3. Principal Office. The post office address of the principal office of the Corporation is 40 East St. Clair Street, Indianapolis, Indiana 46204.

ARTICLE V

Members

The Corporation shall not have members.

ARTICLE VI

Directors

The Corporation shall have a Board of Directors consisting of the number of individuals as set forth in, or fixed in accordance with, the Bylaws of the Corporation. Directors shall be elected by the Board of Directors and shall serve for terms of office all as specified in the Bylaws of the Corporation. The Board of Directors, subject to any specific limitations or restrictions imposed by the Code, the Act or these Articles of Incorporation, shall direct the carrying out of the purposes and exercise the powers of the Corporation.

ARTICLE VII

Provisions for Regulation of Business and Conduct of Affairs of the Corporation

Section 6.1. Location of Meetings. Meetings of the Board of Directors or of any committees of the Board of Directors may be held at such place, within or without the State of Indiana, as may be specified in the respective notices or waivers of notice thereof.

Section 6.2. Bylaws. The Board of Directors of the Corporation shall have the power to make, alter, amend or repeal the Bylaws of the Corporation, but the affirmative vote of a number of Directors equal to a majority of the number who would constitute a full Board of Directors at the time of such action shall be necessary to take any action for the making, alteration, amendment or repeal of the Bylaws. Said Bylaws shall provide for the regulation and conduct of the affairs of the Corporation.

Section 6.3. Amendment of Articles of Incorporation. The Corporation reserves the right to amend, alter, change or repeal any provision contained in these Articles of Incorporation, or in any amendment hereto, or to add any provision to these Articles of Incorporation or to any amendment hereto, in any manner now or hereafter prescribed or permitted by the provisions of the Act or any amendment thereto, or by the provisions of any other applicable statute of the State of Indiana.

IN WITNESS WHEREOF, the undersigned, being the current President and Secretary of the Corporation, hereby execute these Amended and Restated Articles of Incorporation and verify to the best of their knowledge and belief and subject to the penalties of perjury that the facts contained herein are true.

Robert E Houk

Robert E. Houk, President

Raymond E Gnat

Raymond E. Gnat, Secretary

This instrument prepared by Robert G. Solloway, Attorney at Law, KLINEMAN, ROSE, WOLF and WALLACK, First Indiana Plaza, Suite 2100, 135 North Pennsylvania Street, Indianapolis, Indiana 46204-2456.

ARTICLE V

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The Corporation shall not have members.

ARTICLE VI

Directors

The Corporation shall have a Board of Directors consisting of the number of individuals as set forth in, or fixed in accordance with, the Bylaws of the Corporation. Directors shall be elected by the Board of Directors and shall serve for terms of office all as specified in the Bylaws of the Corporation. The Board of Directors, subject to any specific limitations or restrictions imposed by the Code, the Act or these Articles of Incorporation, shall direct the carrying out of the purposes and exercise the powers of the Corporation.

ARTICLE VII

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Section 6.2. Bylaws. The Board of Directors of the Corporation shall have the power to make, alter, amend or repeal the Bylaws of the Corporation, but the affirmative vote of a number of Directors equal to a majority of the number who would constitute a full Board of Directors at the time of such action shall be necessary to take any action for the making, alteration, amendment or repeal of the Bylaws. Said Bylaws shall provide for the regulation and conduct of the affairs of the Corporation.

Section 6.3. Amendment of Articles of Incorporation. The Corporation reserves the right to amend, alter, change or repeal any provision contained in these Articles of Incorporation, or in any amendment hereto, or to add any provision to these Articles of Incorporation or to any amendment hereto, in any manner now or hereafter prescribed or permitted by the provisions of the Act or any amendment thereto, or by the provisions of any other applicable statute of the State of Indiana.

State of Florida

Department of State

I certify that the attached is a true and correct copy of the Articles of Incorporation of JACKSONVILLE PUBLIC LIBRARIES FOUNDATION, INC., a corporation organized under the Laws of the State of Florida, filed on April 28, 1986, as shown by the records of this office.

The document number of this corporation is N14608.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
30th day of April, 1986.

George

George Firestone
Secretary of State

ARTICLES OF INCORPORATION

OF

JACKSONVILLE PUBLIC LIBRARIES FOUNDATION, INC.

A corporation not for profit, organized pursuant to
the provisions of Chapter 617.01, Florida Statutes

We, whose names are signed hereto, do hereby associate ourselves together for the purpose of forming a body corporate, not for profit, under the laws of the State of Florida and under the following proposed charter:

ARTICLE I

The name of this corporation shall be **JACKSONVILLE PUBLIC LIBRARIES FOUNDATION, INC.**, and its principal place of business shall be in the City of Jacksonville, Duval County, Florida.

ARTICLE II PURPOSES AND POWERS

A. PURPOSES

The purposes for which this corporation is organized are:

1. This corporation is organized exclusively for educational, charitable, and scientific purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or the

corresponding provision of any future Internal Revenue law) including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law).

2. Without limiting the generality of the foregoing, this corporation shall have the following purposes:

(a) The benefit and support of the Jacksonville Public Library System, its branches and its successors by providing goods and services which include but are not limited to the following: books and other library materials, buiildings, facilities, equipment, monies, endowment funds, and other real and personal property; or grants for any such purposes.

(b) The purpose of this corporation shall be to provide for services and facilities over and above what the traditional tax base funding of the Jacksonville Public Library System has provided, but not to provide funds which can be substituted for the traditional tax base funding.

B. POWERS

This corporation shall have all the powers, not contrary to the law or the statutes of the State of Florida, incident to or useful or necessary to carry out the purposes for which it is formed, subject, however, to the limitations, duties, and restrictions pertaining to a non-profit corporation existing under the provisions of Chapter 617.01 Florida Statutes, and subject further to the limitations, duties and restrictions pertaining to a nonprofit corporation existing under the provisions of Chapter 617.01 Florida Statutes, and subject further to the limitations, duties and restrictions applicable to an organization qualified as exempt for federal income taxation within the meaining of Section 501(c)(3) of the Internal Revenue Code of 1954, as said statutes are now in force or may hereafter be amended. In furtherance of and not in limitation of the general powers conferred by the laws of the State of Florida, it is expressly provided that this corporation shall also have the following powers:

(a) To borrow money and to give security therefor;

(b) To enter into, make, perform and carry out contracts of every kind for any lawful purpose pertaining to its business, with any individual, entity, firm, association or corporation, private, public or municipal, or with any government or governmental, municipal or public authority, domestic or foreign;

(c) To receive any gift, grant, contribution or devise and hold and use the same for the general purposes or any special purposes of this corporation; provided that gifts with conditions shall be accepted only if they are consistent with the purposes of a free public library;

(d) To acquire from time to time for such uses and purposes, by purchase, gift, will or otherwise, real and personal property and to own, hold, control, administer, sell, exchange, mortgage or otherwise dispose of all or any part of such properties;

(e) To act as trustee of any funds or property that it may receive under specific or limited grants or agreements or under any will and to have and exercise the right to hold or manage such funds under the terms and conditions imposed by any such trust, grant, agreement or will;

(f) To do everything necessary, convenient or incidental to the accomplishment of the purposes of this corporation or which is calculated, directly or indirectly, to promote the welfare or interests of this corporation;

(g) To do any and all things in this article set forth to the same extent a natural person might or could do, in any part of the world, as principal, agent, contractor, trustee, or otherwise, wither alone or in company with others.

C. LIMITATIONS

Notwithstanding any other provision of these Articles, this Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law). Said limitations include, but are not restricted to, the requirement that no part of the net earnings of this corporation shall inure to the benefit or be distributable to any private individual, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles; that no part of its activities shall consist of the carrying on of propaganda or otherwise attempting to influence legislation; and that it shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

To the extent that this corporation should at any time be subject to Sections 4941 through 4945 of the Internal Revenue

Code of 1954 (or the corresponding provision of any future Internal Revenue law), then this corporation:

(a) Shall distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law);

(b) Shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law);

(c) Shall not retain any excess business holdings defined in Section 4943(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law);

(d) Shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law);

(e) Shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law).

ARTICLE III MEMBERS

Membership may be designated by the bylaws.

ARTICLE IV

The corporation shall have perpetual existence.

ARTICLE V DIRECTORS

The affairs of this corporation shall be managed by a Board of Directors. The number of directors shall be not less than (3) not more than twenty-one (21). The Jacksonville Public Libraries Director of Libraries, President of the Friends of the Jacksonville Public Library, and Chairman of the Board of Library Trustees shall serve as ex officio members of the Board of Directors. The number of directors constituting the initial Board of Directors of this corporation shall be three (3).

The number of directors and the manner of electing successor directors may be fixed or changed from time to time by appropriate provisions of the bylaws of this corporation adopted by the vote or written assent of a majority of the directors of this corporation.

The Board of Directors, by resolution adopted by a majority of the directors in office, may designate and appoint one or more committees, each of which shall constitute of two or more directors, which committees shall have and exercise such authority of the Board of Directors in the management of this corporation as may be delegated by the Board, within such limitations as may be imposed by the Chapter 617.01, Florida Statutes.

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ARTICLE VI TITLE TO PROPERTY

The title to all property of the corporation shall be held in the name of the corporation or as otherwise may be provided pursuant to the authority of the charter and bylaws of the corporation. Any gift, bequest, devise or donation of any kind whatsoever to the corporation or its Board of Directors shall be deemed to vest title in the corporation.

ARTICLE VII OFFICERS

The officers of the corporation shall be a Presdident, Vice President, and Secretary-Treasurer or other officers as may be deemed necessary. Each of the said officers shall be elected by the Board of Directors at any annual meeting and the officers so elected shall hold office until the next annual meeting following thier election and thereafter until thier successors are duly elected and qualified.

ARTICLE VIII SEAL

The seal of the corporation shall be inscribed with the following words: "Jacksonville Public Libraries Foundation, Inc.", and year of incorporation.

ARTICLE IX MEETINGS

The meetings of the Board of Directors shall be at such time as set forth in the bylaws.

ARTICLE X BYLAWS

The bylaws of this corporation are to be made, altered or rescinded only by majority vote of all members of the Board of Directors provided that at least ten (10) days written notice is given of intention to alter, amend, repeal or to adopt new bylaws at such meeting.

ARTICLE XI AMENDMENTS TO ARTICLES OF ORGANIZATION

Amendments to the Articles of Incorporation may be proposed and adopted by a majority vote of all of the members of the Board of Directors provided that at least ten (10) days written notice setting forth the proposed amendment is given to the members of the Board of Directors prior to any such meeting wherein said amendment is considered.

ARTICLE XII INITIAL OFFICERS

The names of the officers who are to serve until the first election shall be as follows:

PRESIDENT:	Jack Coleman
VICE PRESIDENT:	Edward A. Charron
SECRETARY/TREASURER:	James F. Moseley

ARTICLE XIII INITIAL BOARD OF DIRECTORS

The names of the Board of Directors who are to serve until the first election shall be as follows:

NAME	ADDRESS
Jack Coleman	1436 Swan Lane Jacksonville, Florida 32207
Edward A. Charron	500 Water Street Jacksonville, Florida 32202
James F. Moseley	501 West Bay Street Jacksonville, Florida 32202

ARTICLE XIV DEFENSE AND INDEMNIFICATION OF OFFICERS AND DIRECTORS

This corporation shall defend, indemnify and hold harmless, every registered agent, director or officer and his/her heirs, executors and administrators against liability and against expenses reasonably incurred by him/her in connection with any action, suit or proceeding to which he/she may be made a party by reason of his/her being or having been a director or officer of this corporation, except in relation to matters as to which he/she shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct. The foregoing rights shall be exclusive of other rights to which he/she may be entitled.

ARTICLE XV DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon dissolution of this organization all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to organizations which have qualified for exemption under Section 501(c)(3) of the Internal Revenue Code, or to the Federal Government, or to a State or local government, for a public purpose, and none of the assets will be distributed to any officer or director of this organization.

ARTICLE XVI

The names and residences of the incorporators and subscribers are as follows:

NAME	ADDRESS
Jack Coleman	1436 Swan Lane Jacksonville, Florida 32207

Edward A. Charron
500 Water Street
Jacksonville, Florida 32202

James F. Moseley
501 West Bay Street
Jacksonville, Florida 32202

IN TESTIMONY WHEREOF, the incorporators and subscribers have hereunto set their hands and seals this 17th day of April, 1986.

Jack Coleman
JACK COLEMAN

Edward A. Charron
EDWARD A. CHARRON

James F Moseley
JAMES F. MOSELEY

STATE OF FLORIDA)
) S.S.
COUNTY OF DUVAL)

BE IT REMEMBERED that on this 17th day of April, 1986, personally came before me, Ruth C. Riggins, a Notary Public for the State of Florida, Jack Coleman, Edward A. Charron and James F. Moseley, parties to the foregoing Articles of Incorporation, known to me personally to be such, and severally acknowledge the said Articles to be the act and deed of each of the signers, respectively, and that the facts therein stated are truly set forth.

GIVEN under my hand and seal of office the day and year aforesaid.

NOTARY PUBLIC,
State of Florida at Large
My Commission Expires: 3-6-87

NOTARY PUBLIC, STATE OF FLORIDA
My commission expires Mar. 6, 1987

CERTIFICATE OF NAMING AGENT UPON WHOM PROCESS MAY BE SERVED

Pursuant to Sections 48.091, Florida Statutes, the following is submitted.

That the JACKSONVILLE PUBLIC LIBRARIES FOUNDATION, INC., a corporation duly organized and existing under the laws of the State of Florida, with its principal office, as indicated in the Articles of Incorporation, at 501 West Bay Street, Jacksonville, Florida 32202, has named James F. Moseley as its registered agent, located at 501 West Bay Street, Jacksonville, Florida 32202, to accept service of process within this State.

Having been named to accept service of process for the above-stated corporation, at the place designated in this certificate, I hereby accept to act in this capacity and agree to comply with the provisions of said Florida Statutes related to keeping open said files.

4/17/86
DATE

James F. Moseley
James F. Moseley

Revised
2/1/93

JACKSONVILLE PUBLIC LIBRARIES FOUNDATION, INC.

BYLAWS

ARTICLE I GENERAL

This Corporation shall be known as the "Jacksonville Public Libraries Foundation, Inc." and its principle place of business shall be in the city of Jacksonville, Duval County, Florida.

Section 1. PURPOSE: This corporation is organized exclusively for educational, charitable, and scientific purposes, within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954(or the corresponding provision of any future Internal Revenue law) including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law).

To these ends the purposes of the Foundation are:

(a) The benefit and support of the Jacksonville Public Libraries, its branches and its successors by providing goods and services which include, but are not limited to the following: books and other library materials, buildings, facilities, equipment, monies, endowment funds, and other real and personal property; or grants for any such purposes.

(b) The purpose of this corporation shall be to provide for services and facilities over and above those provided by the traditional tax base funding of the Jacksonville Public Library System, but not to provide funds which can be substituted for the traditional tax base funding.

Section 2. DISSOLUTION: Upon the dissolution of, or liquidation of the Foundation, no member or employee shall share in or receive any funds or other assets then remaining and any such funds or other assets shall be transferred to organizations with similar purposes which have qualified for exemption under Section 501 (c)(3) of the Internal Revenue Code, or to the Federal Government, or to a State or local government, for a public purpose, and none of the assets will be distributed to any member, officer or trustee of this organization.

(g) To do any and all things in this article set forth to the same extent a natural person might or could do, in any part of the world, as principal, agent, contractor, trustee or otherwise, either alone or in company with others.

ARTICLE III MEMBERSHIP

The Board of Directors and officers may at their discretion set up classes of membership.

ARTICLE IV BOARD OF DIRECTORS

Section 1. GENERAL POWERS: The affairs of the Foundation shall be managed by its Board of Directors in accordance with the Articles of Incorporation and Bylaws.

Section 2. NUMBER, QUALIFICATION AND TENURE; The number of Directors shall be not less than three (3) nor more than twenty-one (21). The Jacksonville Public Libraries Director of Libraries and the President of the Friends of the Jacksonville Public Libraries shall serve as ex officio members of the Board of Directors. The Chairman of the Library Board of Trustees shall be a voting member. The Foundation Executive Director shall be a non-voting member.

The Board of Directors by Amendment of the Articles of Incorporation and these Bylaws may increase or decrease the number of directors; provided, that no decrease in number shall have the effect of shortening the term of any incumbent or reducing the number of directors to less than three. Upon the first annual election of directors, the directors shall be divided into three classes, the first class to serve a term of one year, the second class to serve a term of two years and the third class to serve a term of three years thereafter.

Section 3. ELECTION: After the first annual meeting, the member or members of one class of directors shall be elected by the entire Board of Directors at each annual meeting, to hold office until the expiration of the term of office of the class of directors into which elected and until his/her or their respective successors are elected and qualified. **No director shall serve more than three consecutive three year terms.**

Section 4. VACANCIES: The Board of Directors shall have the power to fill any vacancy occurring in the board and any directorship to be filled by reason of an increase in the number of directors by amendment to these Bylaws. The director appointed or elected to fill a vacancy shall be elected or appointed for the unexpired term of his/her predecessor in office.

finally adjudged in such action, suit or proceeding to be liable for willful misconduct. The foregoing rights shall be exclusive of other rights to which he/she may be entitled.

ARTICLE VII TITLE TO PROPERTY

The title to all property of the corporation shall be held in the name of the corporation or as other wise may be provided pursuant to the authority of the charter and Bylaws of the corporation. Any gift, bequest, devise or donation of any kind whatsoever to the corporation or its Board of Directors shall be deemed to vest title in the corporation

ARTICLE VIII OFFICERS

Section 1. OFFICERS: The officers of the corporation shall be a Chairman, Vice Chairman, Secretary, and Treasurer. Each of the said officers shall be elected by the Board of Directors at any annual meeting and the officers so elected shall hold office until the next annual meeting following their election and thereafter until their successors are duly elected and qualified.

Section 2. CHAIRMAN: The Chairman shall serve as Chairman of the Board of Directors and preside at all meetings of the Executive Committee and at all meetings of the Board of Directors. The Chairman, in general, shall perform all duties incident to the Office of Chairman and such other duties as may be prescribed by the Board of Directors from time to time.

Section 3. VICE CHAIRMAN: In the absence of the Chairman or in the event of his/her death or inability or refusal to act, the Vice Chairman shall perform the duties of the Chairman and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairman. The Vice Chairman shall perform such duties as may from time to time be assigned by the Chairman or Board of Directors, and will become the Chairman at the conclusion of his/her term.

Section 4. TREASURER: The Treasurer shall be responsible for all funds and securities of the Foundation from any source whatsoever, and for the deposit of all such monies in the name of the Foundation in such banks, trust companies, or other depositories as shall be selected in accordance with Article XI, Section 3 of these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Chairman or by the Board of Directors. An Assistant Treasurer may be designated by the Board of Directors.

and to perform such other duties as may be prescribed by the Bylaws or delegated to it by the Board of Directors from time to time. It shall be responsible to and by the Board of Directors at each regularly scheduled meeting.

Section 2. NOMINATING COMMITTEE: There shall be a Nominating Committee consisting of the most recent past President and at least two other members.

The most recent past President shall be the Committee Chairman. If the past President cannot serve, a substitute shall be added in inverse order of seniority from the roster of past Presidents. If any of the other members cannot serve, a substitute or substitutes shall be designated by the President. No member may serve more than two consecutive years (except for such term as may be served in the capacity of past President.)

This Committee shall prepare a slate of nominees for officers and directors of the Foundation. The report of the Nominating Committee shall be mailed to the Board of Directors at least one month in advance of the Annual Meeting. The Nominating Committee shall submit a single report recommending one name for each vacancy to be filled, which report shall be in writing and based upon the vote of a majority of its members.

Section 3. STANDING COMMITTEES: The Foundation Chairman and Board of Directors shall appoint standing committees as needed.

Section 4. SPECIAL COMMITTEES AND TASK FORCES: Special Committees and Task Forces for specific purposes may be established by the Board of Directors from time to time, and the Chairman, following consultation with the Executive Committee, shall appoint and shall have the power to remove the Committee Chairman and the members of each such Committee and Task Force.

Section 5. QUORUM: Unless otherwise provided by the Board of Directors, a majority of the voting members of a Committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quoum is present shall be the act of the Committee.

Section 6. NON-VOTING MEMBERS: Other than committees of the Foundation to which they have been specifically appointed, or of which they are designated herein as members; the members of the Executive Committee and the Executive Director shall serve as non-voting members of all committees, task forces, councils and other groups of the Foundation except the Nominating Committee.

ARTICLE XIV ADMINISTRATIVE AND FISCAL PROVISIONS

Section 1. FISCAL YEAR: The fiscal year of the Foundation shall be October 1st to September 30th.

Section 2. LOANS PROHIBITED: No loans shall be made by the Foundation to any office or to any director.

Section 3. ANNUAL REPORT AND AUDIT: An annual report and financial audit shall be required. The same shall be submitted annually to the Board of Directors.

Section 4. TERMS OF OFFICE: The terms of offices of the Directors and Officers shall be on a calendar year basis.

BYLAWS DOC/CV

BY-LAWS
JEFFERSON COUNTY PUBLIC LIBRARY TRUST AND ENDOWMENT ASSOCIATION
JEFFERSON COUNTY LIBRARY FOUNDATION

March 15, 1990

I. NAME:

The name of this association shall be the Jefferson County Public Library Trust and Endowment Association. The trade name shall be the Jefferson County Library Foundation.

II. PURPOSE:

The purpose of this Association shall be as stated in the Articles of Incorporation. However, the following restrictions are specifically applied to such purpose and the powers of the Association:

1. No part of the net earnings of the Association shall inure to the benefit of or be distributable to any director or officer of the Association, or any other individual (except that reasonable compensation may be paid for services rendered to or for the benefit of the Association affecting one or more of its purposes), and no director or officer of the Association, or any other individual, shall be entitled to share in any distribution of any of the Association assets on dissolution of the Association or otherwise.

2. No substantial part of the activities of the Association shall consist of carrying on propaganda or otherwise attempting to influence legislation. The Association shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or against, any candidate for public office.

3. On dissolution of the Association, all of the Association's assets remaining after payment of or provision for all of its liabilities shall be paid over or transferred to the Jefferson County Public Library, or to one or more exempt organizations described in section 501 (c) (3) of the Internal Revenue Code, contribution to which are deductible under section 170 (c) (2) of the Internal Revenue Code. The organizations to receive such property, if not the Jefferson County Public Library, shall be designated by the Board of Directors.

4. Notwithstanding any other provision of these By-Laws or the articles of incorporation. the Association shall not carry on any activities not permitted to be carried on by an Association exempt from federal income tax as an organization described in section 501 (c) (3) of the Internal Revenue Code or by an Association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code.

III. OFFICE AND AGENT:

The address of the principal office of the Association is 10200 West 20th Avenue, Lakewood, Colorado, 80215. The principal agent is William A. Knott, Director, Jefferson County Public Library, 10200 West 20th Avenue, Lakewood, Colorado, 80215.

IV. MEMBERSHIP:

The Association shall have no members.

V. BOARD OF DIRECTORS:

The Board of Directors of the Association shall consist of the regularly appointed members of the Board of Trustees of the Jefferson County Public Library. In addition, the Board of Trustees of the Jefferson County Public Library may appoint up to six additional members of the Board of Directors. Each director who is also a member of the Board of Trustees of the Jefferson County Public Library shall hold office until his term on the Board of Trustees expires. Each director who is not also a member of the Board of Trustees of the Jefferson County Public Library shall hold office for a three year term, and thereafter until such director's successor shall have been elected and qualified, or until the director's earlier death, resignation or removal. Directors shall be removable in the manner provided by the statutes of Colorado. Any director may resign at any time by giving written notice to the President of the Association. The Board of Directors shall manage the general business and affairs of the Association, except as otherwise provided in the Colorado Non-Profit Corporation Act, the articles of incorporation, or these By-Laws.

Directors shall not receive compensation for their services, although the reasonable expenses of directors for attendance at board meetings may be paid or reimbursed by the Association.

A majority of the directors then in office may designate from among its members one or more committees, each of which shall have and may exercise the authority delegated by the Board of Directors.

VI. OFFICERS:

The officers of this Association shall be a President, Vice President, Secretary and Treasurer, all of whom shall be elected by the Board of Directors from their own members. The Board of Directors may also elect or appoint such other officers or agents as it may consider necessary. The officers shall be elected at the regular annual meeting of the Board of Directors, and shall serve at the will of the Board of Directors. The officers of the Association, unless otherwise provided by the Board of Directors shall have such powers and duties as generally pertain to their respective offices. Officers shall not receive compensation for their services, although the reasonable expenses of the officers in performing their duties may be paid or reimbursed by the Association.

VII. ASSOCIATION MEETINGS:

The annual meeting of the Association shall be held in March of each year. At each annual meeting the Board of Directors shall elect officers, approve the Annual Report, and conduct such other business as may come before the meeting.

Special meetings of the Board of Directors may be called at any time by the President or by any three members of the Board of directors. At least three days notice either by telephone or in writing shall be given to all members of the Board of Directors of the proposed meeting unless the members shall have waived such notice or are all present.

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, and, except as otherwise specifically provided in these By-Laws or the articles of incorporation, the vote of a majority of the directors present in person at a meeting at which a quorum is present shall be the act of the Board of Directors.

VIII. MISCELLANEOUS:

The Association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors and committees.

The fiscal year of the corporation shall be the calendar year.

No loans shall be made by the Association to any of its directors or officers.

These By-Laws may be amended at any meeting of the Board of Directors by a two-thirds vote of the members present.

The Association may be dissolved by a 3/4 vote of the Board of Directors. The vote may only be held after 30 days written notice of Intent to Dissolve is given to all Board members by the President.

JEFFERSON COUNTY PUBLIC LIBRARY TRUST AND ENDOWMENT ASSOCIATION

BY-LAWS CERTIFICATE

The undersigned certifies that he/she is the Secretary of the Association, and that as such, he/she is authorized to execute this certificate on behalf of the Association, and further certifies that attached hereto is a complete and correct copy of the presently effective By-Laws of the Association.

DATED: March 15, 1990

Secretary

AMENDED AND RESTATED
BYLAWS
OF
LOUISVILLE FREE PUBLIC LIBRARY FOUNDATION, INC.

ARTICLE I

Board of Directors

I.1 The Board of Directors. The Board of Directors of the Louisville Free Public Library Foundation, Inc. (the "Foundation") shall consist of at least nine (9) members but not more than thirty-five (35) members. The duly constituted members of the Board of Directors shall ~~[from time to time]~~ determine the exact number of the members of the ~~[Board of Directors of the Foundation.]~~ Foundation's Board of Directors. The Chairman of the Library Advisory Commission from time to time shall, by virtue of the holding of such position, be a member of the Board. The Library Advisory Commission shall have the right to elect an additional member of the Library Advisory Commission to the Board, and such person shall serve as a Board member until the earlier of (i) the election of a replacement by the Library Advisory Commission, or (ii) the date upon which such person ceases to be a member of the Library Advisory Commission. The President of the Friends of the Library shall, by virtue of the holding of such position, be a member of the Board. The President of The Advocates for WFPK/WFPL shall, by virtue of the holding of such position, be a member of the Board. The Director of the Louisville Free Public Library shall be a non-voting member of the Board.

~~[I.2 The Directors shall be elected at the annual meeting of the Board of Directors. The]~~I.2 Election of Directors. The Directors shall be elected at the annual meeting of the Board of Directors at which time the Nominating Committee shall report their nominations to the Board of Directors. Directors shall be elected by a simple majority of those members of the Board of Directors voting at the annual meeting.

I.3 Election of Officers to the Board. Officers of the Foundation shall serve as members of the Board of Directors only if elected to such office pursuant to the Foundation's Articles of Incorporation and these Bylaws. The sole exception (to the requirement that Officers be elected to serve on the Board) shall be the Director of the Louisville Free Public Library who shall be a non-voting member of the Board. Except for those Board members holding their position by virtue of their office as described in paragraph 1 of this Article I above, the term of office of a Director shall be three (3) years. To the extent reasonably possible, the Directors shall be divided into three classes to be elected for staggered three (3) year terms.

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I.4 Acceptance of Office. A Director shall accept his election by either (a) indicating his acceptance in writing, or (b) being present and acting as a Director at a regular or duly called special meeting of the Board of Directors. There shall be no limit upon the number of terms that a Director may serve.

~~{I.3}~~ **I.5** Vacancies. The office of a Director shall become vacant if the Director (a) dies, (b) resigns by a writing signed by the Director and delivered to the Chairman of the Foundation, or (c) is removed by a majority vote of the Directors. Any vacancy occurring in the Board of Directors may be filled for the unexpired term by the affirmative vote of a majority of the remaining Directors.

~~{I.4}~~ **I.6** Meetings. There shall be regular quarterly meetings of the Board of Directors in the months of January, April, July and October. The exact date, time and place of each meeting shall be fixed by the Board of Directors and may be held without further notice. Special meetings of the Board of Directors may be called by the Chairman of the Foundation or by not less than one-third of the Directors. Notice of the time and place of any special meeting shall be served upon or telephoned to each Director at least forty-eight (48) hours, or mailed, faxed or telegraphed to each Director at the Director's address appearing on the Foundation's records, at least ninety-six (96) hours before the time of the meeting. Attendance of any Director at any such meeting without protesting the lack of prior notice shall be deemed to be a waiver of that notice.

~~{I.5}~~ **I.7** Quorum. Not less than ~~{twenty-five (25%) percent}~~ **one-third** of the members of the Board of Directors shall constitute a quorum ~~{for the transaction of business}~~. The act of a majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

~~{I.6}~~ **I.8** Committees. The Board of Directors may from time to time designate and appoint one (1) or more committees as provided in KRS 273.221. The Executive Committee, the Planning Committee, the Nominating Committee and the Finance Committee shall be standing committees of the Board. The Chairman may appoint such ~~{other}~~ **ad hoc** committees as he deems necessary and he shall determine the **purposes, the** duration **of the committee** and length of service of any member of any ~~{committee of the Board of Directors}~~ **such ad hoc committee. Ad hoc committees appointed by the Chairman shall not exercise any of the power or authority of the Board and shall not be a "committee" as contemplated by KRS 273.221**. The Chairman and President ~~{of the Foundation }~~shall be ~~{members }~~Ex-Officio of all committees excepting the Nominating Committee. Unless the Board of Directors otherwise provides, a majority of the members of any such committee shall constitute a quorum at any meeting of that committee and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of that committee. Action may be taken by any such committee without a meeting by a writing signed by all of its members.

The Executive Committee shall be empowered to function for the entire Board of Directors ~~{in matters relating to the investments and holdings of the Foundation. The}~~ to the fullest extent permitted by KRS 273.221. No committee of the Board, including the Executive Committee shall ~~{have the power and discretion including, but not limited to, selling, purchasing, conveying, disposing, or otherwise managing the tangible and intangible property of the Foundation. It}~~ be delegated the authority to amend, alter or repeal the bylaws; elect, appoint or remove any member of any committee or any director or officer of the Foundation; amend the articles of incorporation; restate the articles of incorporation, adopt a plan of merger or adopt a plan of consolidation with another corporation; authorize the voluntary dissolution of the Foundation or revoke proceedings therefor; adopt a plan for the distribution of the Foundation's assets; or amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by such committee. Decisions involving hiring/firing of the Foundation's Executive Director and approval of the Foundation's budget shall be reserved for the full Board.

The Executive Committee shall be composed of ~~{not less than five (5) nor more than nine (9) members. Its membership shall include the Officers of the Foundation and additional members appointed by the Chairman and the President}~~ those Officers serving on the Board, the Chairmen of all standing Committees and no more than two Board members appointed by the Chairman. The Chairman shall serve as the Chairman of the Executive Committee. The Executive Committee shall act on behalf of the full Board in situations where it is not feasible in the reasonable opinion of the members of the Executive Committee to postpone such action for consideration at a regular meeting of the full Board.

All standing Committees shall be composed of not less than five (5) members of the Board. The Committee Chairman (other than the Executive Committee) shall be proposed by the Chairman and ratified by the full Board. The additional members of the Standing Committees (other than the Executive Committee) shall be proposed by the respective Committee Chairman, presented by the Board Chairman, and ratified by the full Board of Directors.

The Nominating Committee shall be responsible for identifying, evaluating and nominating Officers and Directors for consideration by the full Board of Directors and shall otherwise perform the functions described in these Bylaws.

The Planning Committee shall formulate and propose goals for the Foundation to the full Board of Directors for their consideration, and the means by which those goals may be attained. The Planning Committee will also provide project leadership in concert with the Chairman of the Board.

The Finance Committee shall monitor the finances of the Foundation, including but not limited to annual budgets and audits, and shall be responsible for preparing and proposing an

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annual budget to the full Board of Directors for their consideration. The Finance Committee shall propose formal "Investment Guidelines" to the Board. At least quarterly, the Finance Committee shall review the Foundation's investments and applicable prudence, liquidity and diversification standards.

The Finance Committee shall recommend for appointment by the full Board one or more investment managers to supervise and direct the investment and reinvestment of all or any portion of the Foundation's investment assets. The Foundation may pay such compensation to any investment manager as the Finance Committee shall deem reasonable.

ARTICLE II

Officers

II.1 Offices. The Foundation shall have a Chairman, a President, a Vice President, a Secretary, and a Treasurer. The Foundation may also have such other additional Officers and Assistant Officers as the Board of Directors may deem necessary. Any Officer may be removed by the Board of Directors whenever the Board of Directors determines that the best interest of the Foundation will be served thereby. Any two (2) of the offices of the Vice President, Secretary and Treasurer may be combined into one (1) person.

The Officers shall be elected at the annual meeting of the Board of Directors at which time the Nominating Committee ~~;, consisting of not less than three (3) members of the Board of Directors,;~~ shall report their nominations to the Board of Directors. Nominations may also be made from the floor. Officers shall be elected by a simple majority of those members of the Board of Directors voting at the annual meeting.

The office of any Officer shall become vacant if the Officer (a) dies, (b) resigns by a writing signed by the Officer and delivered to the Chairman of the Foundation, or (c) is removed by a majority vote of the Directors. Any vacancy in any office may be filled for the unexpired term by the affirmative vote of a majority of the Board of Directors.

II.2 Chairman. The Chairman shall be the Chief Executive Officer of the Foundation and preside at all meetings of the members of the Board of Directors. Subject to the direction of the Board of Directors, the Chairman shall have general charge and authority over the business of the Foundation and shall perform such other duties as may be prescribed in these Bylaws or assigned to the Chairman by the Board of Directors.

II.3 President. The President shall act as an aid to the Chairman and perform the Chairman's duties in the Chairman's absence and during the disability of the Chairman.

II.4 Vice President. The Vice President or, if there be more than one Vice President, the Vice Presidents in the order of their seniority by designation (or, if there be no such designation, in the order in which they were appointed) shall serve as an aid to the Chairman and perform the duties of the President in the absence or disability of the President.

II.5 Secretary. **The office of Secretary shall held by the Director of the Louisville Free Public Library.** The Secretary shall ~~{be the Director of the Library and shall}~~ record the minutes of all the meetings of the Foundation and the Board of Directors and shall have charge of the Foundation's record books.

II.6 Treasurer. The Treasurer shall have custody of all of the funds of the Foundation; shall keep full and accurate account of the receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Foundation, the Board of Directors or a special committee. The Treasurer shall present a financial statement at the meeting of the Board of Directors and at other times as requested by the Board of Directors and shall make a full report at the annual meeting. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of the Bylaws. The Treasurer shall be assisted by the **Executive** Director of the Library ~~{or the Director's Agents}~~ **Foundation and the Library Director**.

II.7 Other Duties. Each Officer shall have such other duties and powers as may be assigned to or vested in such Officer by the Board of Directors or (except in the case of the Chairman) by the Chairman. The Officers shall be assisted in the execution of their duties by the ~~{Director of the Louisville Free Public Library and any individual employed by the Foundation in promotion of the purposes of the Foundation}~~ **Executive Director of the Library Foundation and the Library Director**.

II.8 Employees. The Foundation may engage the services of individuals to promote the purposes of the Foundation as set out in the Article of Incorporation and the Bylaws of the Foundation and such employees shall serve at the pleasure of the Board of Directors on a contractual basis as negotiated by the Officers pursuant to the authorization of the Board of Directors.

ARTICLE III

Indemnification of Directors, Officers, and Employees

III.1 Generally. The Foundation shall indemnify each person who may be indemnified (individually an "Indemnitee" and collectively the "Indemnitees") pursuant to KRS 273.171(14) (the " ~~{indemnity}~~ **Indemnity** Statute"), as amended from time to time (or any successor provision thereto), to the fullest extent permitted by the Indemnity Statute. In each and every situation in which the Foundation may do so under the Indemnity Statute,

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the Foundation hereby obligates itself to indemnify the Indemnitees to the fullest extent permitted by the Indemnity Statute, and in each case, if any, in which the Foundation must make certain investigations on a case-by-case basis before providing indemnification, the Foundation hereby obligates itself to pursue such investigations diligently, it being the specific intention of these Bylaws to obligate the Foundation to indemnify each Indemnitee to the fullest extent permitted by Kentucky law from time to time. Except as otherwise made mandatory by Kentucky law, no Indemnitee shall be liable to the Foundation in connection with any actions or inactions entitling the Indemnitee to indemnification under the Indemnity Statute unless it is established that the Indemnitee's actions or inaction constituted willful misconduct or wanton or reckless disregard for human rights, safety, or property in the performance of the Indemnitee's duties to the Foundation.

III.2 Indemnification Agreements. Without limiting the generality of the indemnification obligation undertaken by the Foundation in paragraph 1 of this Article III, the Foundation shall at all times indemnify and hold each of its Directors and Officers harmless to the fullest extent provided by any written indemnification agreement between the Foundation and the Directors or Officers.

III.3 Other Rights. The indemnification provisions contained in this Article III shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any statute, article, bylaw, agreement, vote of disinterested Directors, or otherwise, both as to action in that person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director, Officer, employee, or agent of the Foundation, and shall inure to the benefit of the person's heirs, personal representatives, and legatees.

III.4 Acquisition of Indemnity Insurance. By action of the Board of Directors, notwithstanding any interest of any Director in the action, the Foundation may purchase and maintain insurance, in such amounts as the Board deems appropriate, on behalf of any person who is or was a Director, Officer, employee, or agent of the Foundation, or is or was serving at the request of the Foundation as a Director, Officer, employee, or agent of another Foundation, partnership, joint venture, trust, or other enterprise, against any liability asserted against and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Foundation would have the power or would be required to indemnify against the liability under the provisions of this Article III.

ARTICLE IV

Amendments

IV.1 Amendments. The Bylaws may be amended, repealed or altered in whole or in part by a majority vote of the Board of Directors of the Foundation **present** at a meeting duly called for that specific purpose.

[~~IN WITNESS WHEREOF, said Mason C. Rudd, Chairman and Harriet Henderson, Secretary, acting for and on behalf of the Foundation, pursuant to the action of the Board of Directors, have subscribed their name this 15th day of January, 1991.~~

~~LOUISVILLE FREE PUBLIC LIBRARY~~
~~FOUNDATION, INC.~~

~~By~~______________________________
~~Mason C. Rudd, Chairman~~

~~By~~______________________________
~~Hariett Henderson, Secretary~~]* * * * *

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LOUISVILLE FREE PUBLIC LIBRARY FOUNDATION, INC.

RESTATED AND AMENDED

ARTICLES OF INCORPORATION

ARTICLE I ~~{.}~~- NAME

1.1 The name of the corporation shall be the LOUISVILLE FREE PUBLIC LIBRARY FOUNDATION, INC.

ARTICLE II ~~{.}~~- DURATION

2.1 The Foundation shall have perpetual duration unless terminated by a majority vote of the Board of Directors.

ARTICLE III ~~{.}~~- PURPOSES

3.1 The Foundation is organized under the provisions of KRS 273.161 to 273.390 (the "Kentucky Nonprofit Corporation Act") exclusively for the purpose of benefitting, promoting, supporting, encouraging, and enhancing the programs and facilities of the Louisville Free Public Library (hereinafter referred to as ~~{"}~~ the "Library") and it is intended that it shall maintain a significant involvement in the affairs of the Library. The purposes of the Foundation are two-fold; one, to provide financial support for specific projects of any type it considers appropriate; and two, to assist the Advisory Commission of the Library ~~{Board}~~ in making the Library more valuable to the entire community.

3.2 It is intended that the Foundation shall carry out its purposes as an organization described in Section 509(a)(3) of the Internal Revenue Code of 1986 ("IRC") and in this connection will maintain a significant involvement in the affairs of the Library; and it is further intended that, notwithstanding any other provision in these articles, the Foundation is prohibited from engaging in any activity that would prevent it from being treated as an organization described in IRC § 501(c)(3).

3.3 The purpose of the Foundation is to solicit, receive, accept, or acquire donations of public or private funds for the accomplishment of the purposes set forth in paragraph 3.1 ~~{hereof}~~ above.

3.4 The Foundation is empowered to buy, own, sell, convey, assign, mortgage or lease any interest in real estate or personal property, and to construct, maintain and operate improvements thereon necessary to achieve the purposes set forth in paragraph 3.1 ~~{hereof}~~ above.

3.5 The Foundation is empowered to borrow money and issue evidence of indebtedness in furtherance of any or all of the objects of its business and to secure the same by mortgage, pledge or other lien on the Foundation's real or personal property.

3.6 The Foundation shall do and perform all acts reasonably necessary to accomplish the purposes of the Foundation and to have all powers enumerated in Chapter 273 of the Kentucky Revised Statutes.

3.7 Neither the income nor the principal of the endowment of the Foundation may be used to substitute in whole or in part for normally or historically budgeted appropriations from the City of Louisville or the County of Jefferson (including property tax proceeds) to the Library. The assets of the Foundation shall be used to provide unusual and innovative programs and services at the Library not normally provided by appropriations from governmental agencies, and to provide funds, immediately, for unusual or emergency projects where funds from governmental sources are not readily available or would, in the opinion of the Board of Directors of the Foundation, not be forthcoming. If, in the sole opinion of the Board of Directors ~~{of the Foundation}~~, funds provided for support of the Library ~~{,}~~ are being used for routine operations, and not for the purposes set forth above, the Board ~~{of Directors of the Foundation }~~shall have full authority to withhold further direct distribution of funds to the Library until such time as City, County and other governmental agencies involved are meeting their proper obligations with respect to providing a reasonable level of operating funds for the Library, in the sole opinion of the Board ~~{of Directors of the Foundation}~~. During such an interim period, the Board ~~{of Directors of the Foundation}~~, may, in its sole discretion, expend funds directly for the benefit of the Library. In addition, neither the income from nor the principal of the funds raised by the Foundation during the 1987-1988 campaign for books (whether or not received during those years if a pledge was made during 1987 or 1988)~~{ if the donor has designated the gift to be used for the purchase of books,}~~ shall be used for any purposes other than the purchase of books and appropriate expenses of operating the Foundation.

3.8 No part of the net earnings of the Foundation shall inure to the benefit of, or be distributable to, any director, officer or employee of the Foundation or any other private individual, except that reasonable compensation may be paid for services rendered to or for the Foundation in connection with one or more of its purposes. No substantial part of the activities of the Foundation shall be carrying on of propaganda, or otherwise attempting ~~{,}~~ to influence legislation, and the Foundation shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these ~~{articles}~~ **Articles**, the Foundation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under IRC § 501(c)(3), or (b) by a corporation, contributions to which are deductible under IRC § 170(c)(2).

ARTICLE IV ~~{.}~~- DISSOLUTION

4.1 If the Foundation is ever dissolved, its net assets shall be distributed to the ~~{library}~~ **Library** or if the Library is no longer in existence to the ~~{Library}~~ **library** of the University of Louisville; and if the ~~{Library}~~ **library** of the University of Louisville is unable or unwilling to accept the assets, the Board of Directors shall dispose of all of the assets of the Foundation exclusively for the purposes of the Foundation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under IRC § 501(c)(3), as the Board ~~{of Directors }~~shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Foundation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes; except no assets shall be distributed to any organization or corporation not qualified as a religious, charitable or educational organization which is exempt from federal income tax under the provisions of IRC § 501(c)(3).

ARTICLE V ~~{.}~~- BOARD OF DIRECTORS, OFFICERS AND MEMBERS

5.1 The Board of Directors of the ~~{Louisville Free Public Library}~~ Foundation ~~{, Inc. (the "Foundation")}~~ shall consist of at least nine (9) members but not more than thirty-five (35) members. The duly constituted members of the Board of Directors shall from time to time determine the exact number of the members of the Foundation's Board ~~{of Directors}~~. The Chairman of the Library Advisory Commission shall, by virtue of the holding of such position, be a member of the Board. The Library Advisory Commission shall have the right to elect an additional member of the Library Advisory Commission to the Board, and such person shall serve as a Board member until the earlier of (i) the election of a replacement by the Library Advisory Commission, or (ii) the date upon which such person ceases to be a member of the Library Advisory Commission. The President of the Friends of the Library shall, by virtue of the holding of such position, be a member of the Board. The President of The Advocates for ~~{WFPK/WFPL}~~ **WFPK/WFPL** shall, by virtue of the holding of such position, be a member of the Board. The Director of the Library shall be a non-voting member of the Board.

298 5.2 Except as provided in paragraph 5.1 above, the members of the Board shall serve for terms of three years, which, unless otherwise provided in the bylaws, shall be based on the fiscal

year of the Foundation. The Board may, by resolution or bylaw, provide for the staggering of such terms.

5.3 The affairs of the Foundation shall be conducted by its duly elected ~~{directors}~~ **Board of Directors**. No director, officer or employee of the Foundation shall be liable as such ~~{on its}~~ **for the Foundation's** obligations and the Foundation may indemnify any director, officer or employee against any claim or the cost of defending the same made against him by reason of his status as such. The Board of Directors shall be self-perpetuating and the manner of their election shall be prescribed in the bylaws. The ~~{Directors}~~ **Board** may make and adopt bylaws not inconsistent with the provisions of these ~~{articles of incorporation}~~ **Articles** or the laws of the Commonwealth of Kentucky. Adoption of the bylaws and subsequent amendments thereof shall be effective only upon the affirmative vote of a majority of the directors of the Foundation present at a meeting duly called for that specific purpose.

5.4 The Foundation shall have no members.

ARTICLE VI ~~{.}~~- REGISTERED OFFICE AND AGENT

6.1 The address of the registered office of the Foundation shall be:

1600 Citizens Plaza
Louisville, Kentucky 40202

6.2 The name of the registered agent for service of process is:

BTH INC.

ARTICLE VII ~~{.}~~- POWERS OF THE FOUNDATION

7.1 The Foundation shall have all powers set forth in the Kentucky Nonprofit Corporation Act, including the power to raise, receive, hold, expend and use money and property acquired by grant, gift, bequest or devise, provided however, that it may only engage in activities which benefit and support the Library as outlined in Article 3 (Purposes) ~~{of these Articles}~~ **above**.

7.2 The Board of Directors shall have the complete authority to establish such funds, in order to efficiently carry out its purposes, as it deems necessary. In this connection, it shall have the authority, but not the obligation to establish an endowment fund or funds, a fund for monies which may have been collected and are waiting expenditure on capital projects, an annual giving fund and such other funds as the Board may determine. ~~}~~

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~~}~~In connection with any such funds the ~~{Directors}~~ **Board** shall have power to employ investment advisors, accountants, attorneys and such other professional and other personnel as may be necessary to properly invest and safeguard such funds.

7.3 As stated in the description of the purposes of this Foundation, it is the intention of the incorporators that the assets of the Foundation be used to provide for support of programs and services and for capital purchases and construction at the Library not normally provided by appropriations from governmental agencies, and to provide funds, immediately, for unusual or pilot projects where funds from said agencies are not readily available, or would, in the opinion of the Board of Directors, not be forthcoming. Consequently, in the event that, in the sole opinion of the Board ~~{of Directors of the Foundation}~~, funds provided by it for the use of the Library are being used for routine operations, and not for the purposes described in these Articles, the ~~{Directors}~~ **Board** shall have full authority to withhold further distribution of funds to the governing body of the Library or governmental agencies and to expend the same directly for the use and benefit thereof until such time as the City, County or other governmental agencies involved are meeting their obligation to provide a reasonable level of operating funds for the Library, provided however, that, if funds are so withheld the governing body of the Library shall be fully informed as to the reasons thereof, and no funds shall be withheld if the result of such withholding is to violate any federal, state or local laws and regulations.

These Restated and Amended Articles (i) currently set forth the provisions of the Articles of Incorporation as heretofore amended, (ii) have been duly adopted as required by law, by a majority of directors then in office, and (iii) supersede the original Articles of Incorporation and all amendments thereto.

IN WITNESS WHEREOF, Mason Rudd, Chairman of the Board of Directors, acting for and on behalf of the Foundation, pursuant to action of the Board of Directors on ~~{October 20, 1992}~~ ____________________**, 1993**, has subscribed his name this _____ day of ___________, ~~{1992}~~ **1993**.

By ________________________________

Mason Rudd
Chairman of the Board

THIS INSTRUMENT PREPARED BY:

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____
SCOTT W. DOLSON

Brown, Todd & Heyburn
1600 Citizens Plaza
Louisville, Kentucky 40202
(502) 589-5400

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BYLAWS

OF

MILWAUKEE PUBLIC LIBRARY FOUNDATION, INC.

ARTICLE I
Offices

Section 1. Principal Office. The corporation shall maintain a principal office in the State of Wisconsin which shall be located in the City of Milwaukee, Milwaukee County. The corporation may have such other offices, either within or without the State of Wisconsin, as may be designated from time to time by resolution of the Board of Directors.

Section 2. Address of Registered Agent. The corporation shall maintain a registered agent in the State of Wisconsin whose address may be, but need not be, identical with the principal office of the corporation. The identity and address of the registered agent may be changed from time to time by resolution of the Board of Directors and filing of a statement with the Wisconsin Secretary of State pursuant to the provisions of the Wisconsin Statutes.

ARTICLE II
Board of Directors

Section 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors.

Section 2. Number. The number of directors shall be no more than thirteen (13) and shall serve for the term provided in Section 4 of this Article. Subject to the provisions in the Articles of Incorporation that the number of directors shall never be less than three (3), the number of directors may be determined from time to time by the affirmative vote of a majority of the number of directors of this corporation then in office.

Section 3. Qualifications of Directors. Directors shall be residents of the State of Wisconsin. A director who has served for two consecutive three-year terms is not eligible to serve again for a period of 24 months after leaving office.

Section 4. Election and Term.

(a) Director Elected By The Milwaukee Public Library. One (1) of the initial directors has been selected by the Board of Directors of the Milwaukee Public Library. Thereafter, the successor to this director shall be elected by the Board of Directors of the Milwaukee Public Library at its regular meeting next preceding the annual meeting of this corporation at which the term of such director expires. Directors who are so elected shall take office immediately following the annual meeting of this corporation.

(b) Directors Elected By the Board. The twelve (12) remaining directors (and the successors to such directors upon the expiration of their respective terms of office) shall be elected by an affirmative majority of the directors of this corporation then in office. Directors who are so elected shall take office immediately following the annual meeting of this corporation.

(c) Term of Office. Directors shall hold office from the close of the annual meeting for a term of three years, or until their successors have been elected and qualified. Initial directors shall be classified with respect to the time for which they shall hold office by dividing them into three (3) classes, each class to consist of four (4) directors. The directors of the first class shall hold office for an initial term of one (1) year, the directors of the second class for an initial term of two (2) years, and the directors of the third class for an initial term of three (3) years. At the close of each annual meeting of this corporation, the successors to the class of directors whose terms expire that year shall commence to hold office for a term of three (3) years, or until their successors have been elected and qualified. In the event of an increase in the number of directors, the remaining directors shall assign the newly created directorship(s) to the appropriate class or classes so that the three (3) classes shall continue to consist of, as nearly as possible, an equal number of directors.

Section 5. Resignation. A director may resign at any time by filing a written resignation with the Secretary of the corporation.

Section 6. Removal. The director elected by the Board of Directors of the Milwaukee Public Library may be removed from office with or without cause by the affirmative vote of a majority of the Board of Directors of the Milwaukee Public Library then in office, either at a regular meeting or at any special meeting called for that purpose. A director elected by the Board of Directors of this corporation may be removed from office with or without cause by the affirmative vote of a majority of the Board of Directors of this corporation then in office, either at a regular meeting or at any special meeting called for that purpose.

Section 7. Vacancies. In the event a vacancy occurs in the Board of Directors from any cause other than an increase in the number of directors, an interim director shall be elected either by the affirmative vote of a majority of the Board of Directors of the Milwaukee Public Library, or by the affirmative vote of a majority of the remaining directors of this corporation, as the case may be, depending upon the original method of election to the vacated directorship, or, in the case of an increase in the number of directors, by both such votes so as to preserve the proportions of directors elected by the Milwaukee Public Library and directors elected by the board of this corporation. An interim director shall serve for the balance of the vacated or newly-created term to which he or she was elected.

Section 8. Annual Meeting. The annual meeting of the Board of Directors shall be held in the month of March in each year, at such time and place as the Board of Directors may determine, for the purpose of transacting such business as may come before the meeting.

Section 9. Regular Meetings. The Board of Directors may provide by resolution for regular or stated meetings of the Board, to be held at a fixed time and place, and upon the passage of any such resolution such meetings shall be held at the stated time and place without other notice than such resolution.

Section 10. Special Meetings. Special meetings of the Board of Directors may be held at any time and place for any purpose or purposes, unless otherwise prescribed by statute, on call of the President or Secretary, and shall be called by the Secretary on the written request of any two (2) directors.

Section 11. Notice and Waiver of Notice.

(a) Notice. Notice of any special meeting shall be given by oral or written notice delivered personally to each director at least twenty-four (24) hours prior thereto, or by written notice mailed or telegraphed to each director at his business address at least forty-eight (48) hours prior thereto, unless a different time shall be provided by Chapter 181 of the Wisconsin Statutes. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If such notice is given by telegram, it shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any director may waive notice of any meeting. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The purpose of and the business to be transacted at any special meeting of the Board of Directors need not be specified in the notice or waiver of notice of such meeting.

(b) Waiver of Notice. Whenever any notice whatever is required to be given under the provisions of Chapter 181 of the Wisconsin Statutes or under the provisions of the Articles of Incorporation or Bylaws of the corporation, a waiver thereof in writing, signed at any time by the person or persons entitled to such notice, shall be deemed equivalent to the giving of such notice.

Section 12. Quorum. A majority of the number of directors fixed by Section 2 of this Article shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less then such majority is present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 13. Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by Chapter 181 of the Wisconsin Statutes, or the Articles of Incorporation or Bylaws of the corporation.

Section 14. Informal Action by Directors. Any action required by the Articles of Incorporation or Bylaws of the corporation, or any provision of law, to be taken at a meeting, or any other action which may be taken at a meeting, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote.

Section 15. Presumption of Assent. A director of the corporation who is present at a meeting of the Board of Directors, or a committee thereof, at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless such director's dissent shall be entered in the minutes of the meeting or unless such director shall file a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 16. Compensation. Directors of the corporation shall not receive compensation for serving as directors. However, directors may receive compensation for personal services rendered which are reasonable and necessary to carrying out the exempt purposes of the corporation. In addition, directors may receive reimbursement for reasonable expenses incurred in connection with corporate matters, provided that such reimbursement is authorized by the affirmative vote of a majority of directors then in office.

Section 17. Committees.

(a) Executive and Other Committees. The Board of Directors by resolution adopted by the affirmative vote of a majority of the number of directors fixed by Section 2 of this Article may create an executive committee or one or more other committees, each consisting of three or more directors designated by the Board of Directors, having such powers and duties, not inconsistent with subsection (b) hereof or any existing delegation of powers to a committee of directors, as may be provided in the resolution creating such committee as initially adopted or as thereafter supplemented or amended by further resolution adopted by similar vote. Additionally, the executive committee shall have and may exercise, when the Board of Directors is not in session, all of the powers of the Board of Directors in the management of the business and affairs of the corporation.

(b) Nondelegable Powers; Alternative Members; Rules of Committees. No committee of directors shall be empowered to act in lieu of the entire Board of Directors in respect to election of officers or the filling of vacancies in committees of directors created pursuant to this Section 17. All members of the Board of Directors who are not members of a given committee shall be alternate members of such committee and may take the place of any absent member or members at any meeting of such committee, upon request of the President or the chairman of such meeting. Each committee of directors shall fix its own rules governing the conduct of its activities, not inconsistent with rules promulgated by the Board of Directors, and shall make such reports to the Board of Directors of its activities as the Board may request.

ARTICLE III
Officers

Section 1. Number. The principal officers of the corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), a Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors. The Board of Directors may designate one of the Vice Presidents as Executive Vice President and may elect such other officers and assistant officers and agents as may be deemed necessary. Any two or more offices may be held by the same person, except the offices of President and Secretary, or President and Vice President. Officers shall be members of the Board of Directors.

Section 2. Election and Term of Office. The officers of the corporation shall be elected annually by the Board of Directors at its annual meeting by the affirmative vote of a majority of directors then in office. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office from the close of the annual meeting for a term of one year, or until a qualified successor is elected upon expiration of the term of that officer, or until that officer's death, or until that officer shall resign or shall have been removed in the manner hereinafter provided.

Section 3. Removal. Any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors, whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment shall not of itself create contract rights.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. The President. The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation. The President shall, when present, preside at all meetings of the Board of Directors. The President may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President, and such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. The Vice Presidents. In the absence of the President, or in the event of the President's death, inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Executive Vice President, or if one shall not have been designated, the Vice President with longest service in that office) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors. Vice Presidents may by their election have charge and supervision of designated portions of the corporation's affairs.

Section 7. The Secretary. The Secretary shall: (a) keep the minutes of the Board of Directors' meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation if one is authorized by the Board of Directors, in which case the Secretary shall see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized; and (d) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 8. The Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws; and (b) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 9. Other Assistants and Acting Officers. The Board of Directors shall have the power to appoint any person to act as assistant to any officer, or to perform the duties of such officer whenever for any reason it is impracticable for such officer to act personally, and such assistant or acting officer so appointed by the Board of Directors shall have the power to perform all the duties of the office to which such person is so appointed to be assistant, or as to which such person is so appointed to act, except as such power may otherwise be defined or restricted by the Board of Directors.

Section 10. Additional Officers. Any additional officer not specified above shall have only such authority, duties and responsibilities as shall be specifically authorized and designated by the Board of Directors.

Section 11. Compensation. Elected officers of the corporation shall not receive compensation for serving as officers. However, officers may receive compensation for personal services rendered which are reasonable and necessary to carrying out the exempt purposes of the corporation. In addition, officers may receive reimbursement for reasonable expenses incurred in connection with corporate matters, provided that such reimbursement is authorized by the affirmative vote of a majority of directors then in office.

ARTICLE IV
Indemnification

Section 1. Indemnification for Successful Defense. Within 20 days after receipt of a written request pursuant to Section 3, the corporation shall indemnify a director or officer, to the extent he or she has been successful on the merits or otherwise in the defense of a proceeding, for all reasonable 311 expenses incurred in the proceeding if the director or officer was a party because he or she is a director or officer of the corporation.

Section 2. Other Indemnification.

(a) In cases not included under Section 1, the corporation shall indemnify a director or officer against all liabilities and expenses incurred by the director or officer in a proceeding to which the director or officer was a party because he or she is a director or officer of the corporation, unless liability was incurred because the director or officer breached or failed to perform a duty he or she owes to the corporation and the breach or failure to perform constitutes any of the following:

(1) A willful failure to deal fairly with the corporation in connection with a matter in which the director or officer has a material conflict of interest.

(2) A violation of criminal law, unless the director or officer had reasonable cause to believe his or her conduct was lawful or no reasonable cause to believe his or her conduct was unlawful.

(3) A transaction from which the director or officer derived an improper personal profit.

(4) Willful misconduct.

(b) Determination of whether indemnification is required under this Section shall be made pursuant to Section 5.05.

(c) The termination of a proceeding by judgment, order, settlement or conviction, or upon a plea of no contest or an equivalent plea, does not, by itself, create a presumption that indemnification of the director or officer is not required under this Section.

Section 3. Written Request. A director or officer who seeks indemnification under Section 1 or 2 shall make a written request to the corporation.

Section 4. Nonduplication. The corporation shall not indemnify a director or officer under Section 1 or 2 if the director or officer has previously received indemnification or allowance of expenses from any person, including the corporation, in connection with the same proceeding. However, the director or officer has no duty to look to any other person for indemnification.

Section 5. Determination of Right to Indemnification.

(a) Unless otherwise provided by the Articles of Incorporation or by written agreement between the director or officer and the corporation, the director or officer seeking indemnification under Section 2 shall select one of the following means for determining his or her right to indemnification:

(1) By a majority vote of a quorum of the board of directors consisting of directors not at the time parties to the same or related proceedings. If a quorum of disinterested directors cannot be obtained, by majority vote of a committee duly appointed by the board of directors and consisting solely of 2 or more directors not at the time parties to the same or related proceedings. Directors who are parties to the same or related proceedings may participate in the designation of members of the committee.

(2) By independent legal counsel selected by a quorum of the board of directors or its committee in the manner prescribed in sub. (1) or, if unable to obtain such a quorum or committee, by a majority vote of the full board of directors, including directors who are parties to the same or related proceedings.

(3) By a panel of 3 arbitrators consisting of one arbitrator selected by those directors entitled under sub. (2) to select independent legal counsel, one arbitrator selected by the director or officer seeking indemnification and one arbitrator selected by the 2 arbitrators previously selected.

(4) By a court under Section 8.

(5) By any other method provided for in any additional right to indemnification permitted under Section 7.

(b) In any determination under (a), the burden of proof is on the corporation to prove by clear and convincing evidence that indemnification under Section 2 should not be allowed.

(c) A written determination as to a director's or officer's indemnification under Section 2 shall be submitted to both the corporation and the director or officer within 60 days of the selection made under (a).

(d) If it is determined that indemnification is required under Section 2, the corporation shall pay all liabilities and expenses not prohibited by Section 4 within 10 days after receipt of the written determination under (c). The corporation shall also pay all expenses incurred by the director or officer in the determination process under (a).

Section 6. Advance Expenses. Within 10 days after receipt of a written request by a director or officer who is a party to a proceeding, the corporation shall pay or reimburse his or her reasonable expenses as incurred if the director or officer provides the corporation with all of the following:

(1) A written affirmation of his or her good faith belief that he or she has not breached or failed to perform his or her duties to the corporation.

(2) A written undertaking, executed personally or on his or her behalf, to repay the allowance to the extent that it is ultimately determined under Section 5 that indemnification under Section 2 is not required and that indemnification is not ordered by a court under Section 8(b)(2). The undertaking under this subsection shall be an unlimited general obligation of the director or officer and may be accepted without reference to his or her ability to repay the allowance. The undertaking may be secured or unsecured.

Section 7. Nonexclusivity.

(a) Except as provided in (b), Sections 1, 2 and 6 do not preclude any additional right to indemnification or allowance of expenses that a director or officer may have under any of the following:

(1) The Articles of Incorporation.

(2) A written agreement between the director or officer and the corporation.

(3) A resolution of the board of directors.

(b) Regardless of the existence of an additional right under (a), the corporation shall not indemnify a director or officer, or permit a director or officer to retain any allowance of expenses unless it is determined by or on behalf of the corporation that the director or officer did not breach or fail to perform a duty he or she owes to the corporation which constitutes conduct under Section 2(a)(1), (2), (3) or (4). A director or officer who is a party to the same or related proceeding for which indemnification or an allowance of expenses is sought may not participate in a determination under this subsection.

(c) Sections 1 to 12 do not affect the corporation's power to pay or reimburse expenses incurred by a director or officer in any of the following circumstances.

(1) As a witness in a proceeding to which he or she is not a party.

(2) As a plaintiff or petitioner in a proceeding because he or she is or was an employee, agent, director or officer of the corporation.

Section 8. Court-Ordered Indemnification.

(a) Except as provided otherwise by written agreement between the director or officer and the corporation, a director or officer who is a party to a proceeding may apply for indemnification to the court conducting the proceeding or to another court of competent jurisdiction. Application may be made for an initial determination by the court under Section 5(a)(5) or for review by the court of an adverse determination under Section 5(a)(1), (2), (3), (4) or (6). After receipt of an application, the court shall give any notice it considers necessary.

(b) The court shall order indemnification if it determines any of the following:

(1) That the director or officer is entitled to indemnification under Section 1 or 2.

(2) That the director or officer is fairly and reasonably entitled to indemnification in view of all the relevant circumstances, regardless of whether indemnification is required under Section 2.

(c) If the court determines under (b) that the director or officer is entitled to indemnification, the corporation shall pay the director's or officer's expenses incurred to obtain the court-ordered indemnification.

Section 9. Indemnification of Employees or Agents. The corporation may indemnify and allow reasonable expenses of an employee or agent who is not a director or officer by general or specific action of the board of directors or by contract.

Section 10. Insurance. The corporation may purchase and maintain insurance on behalf of an individual who is an employee, agent, director or officer of the corporation against liability asserted against or incurred by the individual in his or her capacity as an employee, agent, director or officer, regardless of whether the corporation is required or authorized to indemnify or allow expenses to the individual against the same liability under Sections 1, 2, 6 and 9.

Section 11. Liberal Construction. In order for the corporation to obtain and retain qualified directors and officers, the foregoing provisions shall be liberally administered in order to afford maximum indemnification of directors and officers and, accordingly, the indemnification above provided for shall be granted in all cases unless to do so would clearly contravene applicable law, controlling precedent or public policy.

Section 12. Definitions Applicable to This Article.

(a) "Affiliate" shall include, without limitation, any corporation, partnership, joint venture, employee benefit plan, trust or other enterprise that directly or indirectly through one or more intermediaries, controls or is controlled by, or is under common control with, the corporation.

(b) "Corporation" means this corporation and any domestic or foreign predecessor of this corporation where the predecessor corporation's existence ceased upon the consummation of a merger or other transaction.

(c) "Director or Officer" means any of the following:

(1) A natural person who is or was a director or officer of this corporation.

(2) A natural person who, while a director or officer of this corporation, is or was serving at the corporation's request as a director, officer, partner, trustee, member of any governing or decision-making committee, employee or agent of another corporation or foreign corporation, partnership, joint venture, trust or other enterprise.

(3) A natural person who, while a director or officer of this corporation, is or was serving an employee benefit plan because his or her duties to the corporation also impose duties on, or otherwise involve services by, the person to the plan or to participants in or beneficiaries of the plan.

(4) Unless the context requires otherwise, the estate or personal representative of a director or officer.

For purposes of this Article, it shall be conclusively presumed that any Director or Officer serving as a director, officer, partner, trustee, member of any governing or decision-making committee, employee or agent of an Affiliate shall be so serving at the request of the corporation.

(d) "Expenses" include fees, costs, charges, disbursements, attorney fees and other expenses incurred in connection with a proceeding.

(e) "Liability" includes the obligation to pay a judgment, settlement, penalty, assessment, forfeiture or fine, including an excise tax assessed with respect to an employee benefit plan, and reasonable expenses.

(f) "Party" includes a natural person who was or is, or who is threatened to be made, a named defendant or respondent in a proceeding.

(g) "Proceeding" means any threatened, pending or completed civil, criminal, administrative or investigative action, suit, arbitration or other proceeding, whether formal or informal, which involves foreign, federal, state or local law and which is brought by or in the right of the corporation or by any other person.

Section 13. Private Foundations. Notwithstanding the foregoing, whenever the corporation is a private foundation as defined in I.R.C. Section 509(a), it shall not make any indemnification which would give rise to a penalty excise tax under I.R.C. Chapter 42.

ARTICLE V
Fiscal Year

The fiscal year of the corporation shall end on the last day of December in each year.

ARTICLE VI
Seal

The corporation has no corporate seal.

ARTICLE IX
Corporate Acts, Loans, and Deposits

Section 1. Corporate Acts. Unless otherwise directed by resolution of the Board of Directors or by law, all checks, drafts, notes, bonds, bills of exchange, and orders for the payment of money of the corporation, and all deeds, mortgages, conveyances, and other written contracts, agreements and instruments to which the corporation shall be a party, and all assignments or endorsements of stock certificates, registered bonds, or other securities owned by the corporation shall be signed by the President and by any one of the following officers who is a different person: Vice President, Secretary, or Treasurer. The Board of Directors may, however, authorize any one of such officers or one or more other officers or agents to sign any of such instruments for and on behalf of the corporation without necessity of counter signature.

Section 2. Loans. No funded indebtedness shall be contracted on behalf of the corporation and no evidences of such indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. Deposits. All funds of the corporation, not otherwise employed, shall be deposited from time to time to the credit of the corporation in such banks, savings and loan associations, trust companies or other depositories as the Board of Directors may select.

Section 4. Financial Reporting. Within sixty (60) days after the conclusion of each fiscal year, the corporation shall furnish complete and accurate financial statements for the fiscal year to the Board of Directors of the Milwaukee Public Library, and shall promptly supply such additional financial or other information as may be requested from time to time by the Board of Directors of the Milwaukee Public Library.

ARTICLE X
Amendments

Section 1. By the Directors. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board of Directors at any regular or special meeting thereof by the affirmative vote of two-thirds (2/3) of the directors then in office. However, sections 2, 4, 6 and 7 of Article II of these Bylaws may be amended only by concurrent action through the affirmative vote of (a) two-thirds (2/3) of the directors of this corporation then in office and (b) a majority of the Board of Directors of the Milwaukee Public Library then in office, at regular or special meetings of said corporations called for that purpose.

Section 2. Implied Amendments. Any action taken or authorized by the Board of Directors, which would be inconsistent with the Bylaws then in effect but is taken or authorized by affirmative vote of not less than the number of directors required to amend the Bylaws so that the Bylaws would be consistent with such action, shall be given the same effect as though the Bylaws had been temporarily amended or suspended so far, but only so far, as is necessary to permit the specific action so taken or authorized.

* * * * * * *

Certified a true and correct copy of the Bylaws adopted on the 19th day of February, 1988 by the Board of Directors of Milwaukee Public Library Foundation, Inc.

Secretary

ARTICLE XI
Conflict of Interest

Section 1. Conflict of Interest.

(a) Each director shall disclose to the Board of Directors any duality of interest or possible conflict of interest whenever the duality or conflict pertains to a matter being considered by the Board.

(b) Any director having duality of interest or conflict of interest on any matter shall abstain from voting on the matter and shall not be counted in determining the quorum for the vote on the matter. In addition, he or she shall not use his or her personal influence on the matter, but may briefly state his or her position on the matter and may answer pertinent questions from other directors since his or her knowledge may be of great assistance.

(c) The minutes of the meeting involving any such situation shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

(d) If a director is uncertain as to whether he or she has a duality or conflict of interest which requires abstention, or if a director asserts that another director has such a duality or conflict, the Board, by majority vote of those present other than the director having the possible conflict, shall decide whether abstention is required. If so, the director will be deemed to have abstained.

(e) No purchase involving $1,000.00 or more from any director or any entity of which the director is an officer, director, partner or owner shall be made without prior approval of the Board of Directors.

DRAFT

Approved 6-4

BY-LAWS
OF
CITY OF OMAHA PUBLIC LIBRARY FOUNDATION

ARTICLE I.

The principal office of the Corporation shall be the W. Dale Clark Library, 215 South 15th Street, Omaha, Nebraska.

ARTICLE II.

The Corporation shall have no seal, but in the event any document to be executed by the Corporation requires the affixing of a seal the Secretary may inscribe on such document the name of the corporation and thereunder the words "Corporate Seal, Not For Profit," followed by the signature of the Secretary.

ARTICLE III.

The Board of Directors shall consist of not less than ~~nine~~ ten nor more than twenty-five persons. ~~Nine~~ Ten of the Directors shall be members of the Library Board of the City of Omaha and include the Non-Resident Representative. There will also be initially six Directors chosen by the first Board of Directors from the community. The term of the ~~nine~~ ten Directors who are members of the Library Board of the City of Omaha shall be concurrent with each Director's term upon said board. Of the first six Directors chosen from the community, one shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, their successors shall be appointed for three year terms. Of the remaining ~~ten~~ nine Directors chosen from the community after the first six Directors, the term of each one of these Directors and their successors shall be three years.

A vacancy occurring during the term or due to the expiration of the term of a member of the Library Board of the City of Omaha will be filled by the person appointed by the City of Omaha to fill the vacancy upon said Board. Any vacancy occurring during the term or due to the expiration of the term of one of the Directors chosen from the community will be filled by an appointment by a majority of the remaining Board of Directors. ~~No Director chosen from the community shall serve more than two consecutive terms except the Directors chosen initially for terms of one and two years who may serve for a maximum of six years. After a one year period from the end of the last term served, a person chosen from the community shall again be eligible for appointment.~~ The number of Directors may be increased or decreased from time to time by amendment to the By-Laws. No decrease in number shall have the effect of shortening the term of any incumbent Director.

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ARTICLE IV.

1. The Officers of the Corporation shall consist of a President, a Vice-President, a Secretary, and a Treasurer and such other officers as may be deemed necessary to be elected annually by the Board of Directors and shall serve for a term of one (1) year. Any two or more offices may be held by the same person, except the offices of President and Secretary and except the offices of President and Vice-President.

2. The President shall preside at all meetings of the Corporation and shall have a vote in all matters acted upon it. He or she shall be the official representative of the Corporation where appropriate. He or she shall have such other powers and perform such other duties as may be delegated to him or her by the Corporation.

3. The Vice-President shall have such powers and perform such other duties as may be delegated to him or her by the Corporation. In the event of the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President.

4. The Treasurer shall have general responsibility for the financial records of the Corporation. The Treasurer shall cause to be deposited and invested all funds of the Corporation. The Treasurer shall have such other powers and perform such other duties as may be delegated to him or her by the Corporation.

5. The Secretary shall notify the Board of Directors of all meetings of the Corporation; shall give notice of all meetings of committees; shall attend all meetings when practicable; shall keep true records of the votes at the elections and all other proceedings; shall attest such records after every meeting by his or her signature; shall faithfully keep all documents and papers which may come into his or her possession. The Secretary shall perform such other duties as are usually performed by such officer or as may be directed by the Corporation or the President.

6. Vacancy in the offices of President, Vice-President, Treasurer, or Secretary shall be filled by election by the Board of Directors at any meeting. Any officer may be removed from office with or without cause at any time by an affirmative vote of a majority of the Board of Directors present at any meeting.

7. All deeds, bonds, contracts or other obligations shall be signed for the Corporation by the President and Secretary unless some other determination is made by the Board of Directors.

ARTICLE V.

1. The annual meeting of the Corporation shall be held in January of each year with the first annual meeting being held in January, 1986.

2. The Corporation may hold other meetings as necessary whenever called by the President or any five (5) Directors.

3. Notice of the time and place of any meeting of the Corporation shall be given to all members of the Board of Directors by mail or personal communication (whether telephone or otherwise) at least three (3) days prior to the date on which the meeting is to be held. Attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where the Director attends a meeting for the purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened. Neither the business to be transacted nor the purpose of any meeting of the Board of Directors need be specified in the notice or any waiver of notice of such meeting.

4. A majority of the Board of Directors shall constitute a quorum for the transaction of business. A majority of the quorum shall be sufficient for any act by the Board of Directors except the act to alter, amend or replace the By-Laws in which case Article XII will control.

ARTICLE VI.

The Board of Directors may determine the rules of procedure at its meetings, but in the absence of such a determination, those rules shall be the ones contained in Robert's Rules of Order on Parliamentary Procedures as amended.

ARTICLE VII.

Standing committees or special committees may be created by a majority of the Board of Directors in office as deemed necessary. Each committee shall consist of at least two (2) Directors and all committees shall be subject to the provisions of Section 21-1920 of the Nebraska Revised Statutes 1943 and any subsequent amendments.

ARTICLE VIII.

An advisory committee may be created by a majority of the Board of Directors. These persons shall be appointed from the community by a majority of the Board of Directors. A Director shall not be appointed to this advisory committee. The term

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of each appointee shall be until death or resignation. A vacancy occurring may be filled in the same manner as the original appointees. This committee shall have such functions or purposes as determined by a majority of the Board of Directors.

ARTICLE IX.

The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors and shall keep at its registered office or principal office a record of the names and addresses of its Board of Directors.

ARTICLE X.

The Corporation shall not have or issue shares of stock. No dividend shall be paid and no part of the income of such Corporation shall be distributed to its Directors or Officers.

ARTICLE XI.

No loans shall be made by the Corporation to its Directors or Officers. The Directors of the Corporation who vote for or assent to the making of a loan to a Director or Officer of the Corporation, and any Officer or Officers participating in the making of such loan, shall be jointly and severally liable to the Corporation for the amount of such loan until the repayment thereof.

ARTICLE XII.

These By-Laws may be altered, amended, or replaced by the affirmative vote of a majority of the Board of Directors at any meeting of the Corporation. The requirement for a majority vote shall supersede the provision concerning actions by a quorum of the Board stated above in Article V. (4).

These By-Laws have been adopted by the Board of Directors at its first meeting on the fourth day of September, 1985, and amended at its meeting held on the twelfth day of December, 1990, and amended at its meeting held on the ninth day of June, 1993.

BY-LAWS OF THE FREE LIBRARY OF PHILADELPHIA
(A nonprofit corporation, incorporated in 1891)

ARTICLE I.

Location

1. The location of the Library shall be in the City of Philadelphia.

2. The use of the Library shall be free to the public, subject to such rules and regulations as may from time to time be adopted by the Board of Directors.

ARTICLE II.

Members

1. The Corporation shall have no members.

2. The Annual Meeting of the members of the Corporation shall be held in the month of June in each year on at least five (5) days' written notice, at such time and place as the Chairperson may direct, at which time they shall elect Directors of the Corporation to serve in place of those whose terms shall have expired, and transact such other business as may properly be brought before the meeting.

3. Special meetings of the Corporation may be called by the Chairperson at any time on five (5) days' written notice and shall be called upon the request, in writing, of five members addressed to the Chairperson. Special meetings may be held at such time and place as designated in the call of the meeting. The purpose for which a special meeting is called shall be stated in the notice therefor.

ARTICLE III.

DIRECTORS

1. There shall be a maximum of thirty-two Directors who shall be elected by the Directors of the Corporation. If the Chairperson of the Board of Trustees of the Free Library of Philadelphia is not an elected Director of the Corporation, he or she shall serve as an additional Director ex-officio. Eight of the Directors shall at all times be members of the Board of Trustees of the Free Library of Philadelphia.

2. The thirty-two elected Directors shall be divided into three classes, two of which shall consist of eleven Directors each and one of which shall consist of ten Directors. Each Director shall be elected to serve for a term of three years and until a successor is elected. No Director shall serve more than two consecutive three-year terms. A former Director shall be eligible for re-election as a Director after an absence from the Board of at least one year.

3. Vacancies in the Board of Directors may be filled by a majority of the remaining members of the Board of Directors, though less than a quorum.

4. A meeting of the Board of Directors shall be held in the month of June of each year, which shall be the Annual Meeting of the Board of Directors. Regular meetings of the Board of Directors shall be held at such times and places as shall be determined from time to time by resolution of the Board of Directors, but not less frequently than quarterly. Special meetings of the Board of Directors may be called by the Chairperson at any time, and shall be called by the Chairperson on written request of five (5) Directors. Notice of each meeting of the Board of Directors, whether the Annual Meeting, a regular meeting or a special meeting, shall be given in writing, mailed at least three (3) days before the meeting, or shall be given personally, or by telephone or telegram at least twenty-four (24) hours before the meeting.

5. Five (5) members of the Board shall constitute a quorum.

ARTICLE IV.

Officers

1. The Officers of the Corporation shall be a Chairperson, a Vice Chairperson, a Second Vice Chairperson, a Secretary and a Treasurer, who shall be elected by the Board of Directors at its Annual Meeting in June of each year, and who shall hold office for one year and until the election of their successors. No Officer shall serve more than six consecutive one-year terms. A former Officer shall be eligible for re-election as such Officer after an absence from office of at least one year. The Secretary may be an employee of the Free Library and the Treasurer may be a corporation. A vacancy arising in any office may be filled at any meeting of the Board, provided written notice thereof has been duly given to each member.

2. The Chairperson shall preside at all meetings of the Corporation and the Directors, shall perform such other duties as ordinarily pertain to the office of Chairperson, and shall be a member ex-officio of all committees.

3. The Vice Chairperson, in the absence or inability to act of the Chairperson, shall discharge the duties of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson and the case of inability of either to act, the Second Vice Chairperson shall discharge the duties of the Chairperson.

4. The Treasurer shall have custody of the money, securities and evidence of titles of the Corporation, and shall deposit them in the name of the Corporation in such institution or institutions as the Board shall from time to time direct. The Treasurer shall receive all income, pay all bills, shall keep accurate accounts of receipts and expenditures and shall present a statement of the same at such meetings of the Board as shall from time to time be designated, and shall at the meeting of the Board in September of every year, submit to the Board a complete statement of receipts and expenditures for the past year, together with a complete statement of the financial condition of the Corporation, vouched and audited in accordance with accepted accounting standards.

5. The Secretary shall keep minutes of the meetings of the Board, send all notices of meetings, and conduct such correspondence as may be required.

ARTICLE V.

President

1. The Board of Directors shall appoint a President who shall be the executive and administrative officer of the Corporation, and under the By-Laws and the Board's declared policies and rules shall have general charge of the Corporation and of all the persons employed by it. He or she shall be responsible for the selection and purchase of all books, periodicals,

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newspapers, maps and manuscripts, and other materials for acquisition. He or she shall be held responsible to the Board for the proper management of the Corporation, for the preservation and care of its properties, and for the discipline and efficiency of its staff and service. He or she shall attend all meetings of the Board and, upon request, shall attend all meetings of committees.

2. The President, or any employee designated by the Board, shall certify to the correctness of all bills before their payment by the Treasurer.

ARTICLE VI.

Committees

1. The Chairperson shall annually appoint from the Board an Executive Committee and such other committees as may be authorized from time to time by the Board. The members of all committees shall be appointed to serve until their successors are appointed. The Chairperson may enlarge the membership of any committee on the request of its members.

2. Executive Committee - This Committee shall consist of six or more persons appointed annually by the Chairperson, two of whom shall be the Chairperson and Vice Chairperson of the Corporation. It shall have the power to act for the corporation between meetings of the Board of Directors. Subject to the stated

policies of the Board, it shall supervise the operations and property of the Corporation and shall have power to make and change all investments of corporate funds. The Chairperson and Vice Chairperson of the Corporation shall be Chairperson and Vice Chairperson respectively of the Committee. It shall hold meetings at such times and places as shall be determined from time to time by resolution of the Committee and at such other times as the Chairperson may determine.

ARTICLE VII.

Fiscal Year

The fiscal year shall be July 1 to June 30.

ARTICLE VIII.

Seal

The corporate seal shall be as follows: On a circular field a shield gules, in fesse a radiant sun full-orbed or, from which issues a hand holding forth a book proper. For crest, a demi-lion rampant guardiant of the second. For motto, on a ribbon of the first, "Liber Libere Omnibus" in letters of the second; and for legend, upon the encompassing scroll, "The Free Library of Philadelphia, A.D. 1891."

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ARTICLE IX.

Protection of Directors and Officers

1. No person who is or was a director of this Corporation shall be personally liable for monetary damages for any action taken, or any failure to take any action, as a director, unless (i) the director has breached or failed to perform the duties of office as set forth in Section 8363 of the Pennsylvania Directors' Liability Act (Act No. 1986-145), and (ii) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness, subject to the limitations provided for in the Act.

2. The Corporation shall indemnify any person ("Indemnified Person"), who is a party, or who is threatened to be made a party, to any threatened, pending or completed action, suit or proceedings, whether civil, criminal or administrative by reason of being a director or officer of the Corporation, against expenses (including costs and attorneys' fees), judgments and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding ("Indemnified Liabilities") in all cases and circumstances, except where the act or failure to act giving rise to the claim for indemnification is determined by a court to have constituted self-dealing, willful misconduct or recklessness.

3. In addition, the Corporation shall indemnify any Indemnified Person against Indemnified Liabilities to the full extent otherwise authorized by Pennsylvania Law, including, without limitation, the indemnification permitted by the Nonprofit Corporation Law of 1972.

ARTICLE X.

Amendments

These By-Laws may be amended, except as otherwise provided by law, at any meeting of the Board of Directors, provided that written notice of proposed amendments shall have been given to all members at least ten (10) days prior to the meeting.

Adopted the 17th day of September, 1964
Amended the 4th day of May, 1981
Amended the 15th day of December, 1983
Amended the 15th day of January, 1987
Amended the 18th day of June, 1987
Amended the 15th day of June, 1989
Amended the 20th day of June, 1991
Amended the 18th day of June, 1992

BYLAWS

OF

ROCKFORD PUBLIC LIBRARY FOUNDATION

ARTICLE I
Offices

The corporation shall maintain in the State of Illinois a registered office and a registered agent, at such office and may have other offices within or without the state.

ARTICLE II
Board of Directors

SECTION 1. GENERAL POWERS. The affairs of the corporation shall be managed by its board of directors.

SECTION 2. NUMBER, TENURE AND QUALIFICATIONS. The number of directors shall be not less than 5 nor more than 11. At least one director shall be a member of the Rockford Public Library Board. At least one director shall be a member of the Friends of the Rockford Public Library. Each director shall hold office for two years and until his successor shall have been elected and qualified. Directors shall be elected by the majority vote of Directors at the regular annual meeting. Directors need not be residents of Illinois.

SECTION 3. REGULAR MEETINGS. A regular annual meeting of the board of directors shall be held any place designated by the board of directors as the place of the meeting upon notice and provisions as set forth in Section 5.

SECTION 4. SPECIAL MEETINGS. Special meetings of the board of directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board may fix any place as the place for holding any special meeting of the board called by them.

SECTION 5. NOTICE. Notice of any special meeting of the board of directors shall be given at least seven days previously thereto by written notice to each director at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Notice of any special meeting of the board of directors may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

SECTION 6. QUORUM. A majority of the board of directors shall constitute a quorum for the transaction of business at any meeting of the board, provided that if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice.

SECTION 7. MANNER OF ACTING. The act of majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by statute, these bylaws, or the articles of incorporation.

SECTION 8. VACANCIES. Any vacancy occurring in the board of directors shall be filled by the board of directors. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

SECTION 9. COMPENSATION. Directors shall not receive any compensation for their services.

ARTICLE III
Officers

SECTION 1. OFFICERS. The officers of the corporation shall be a president, one or more vice presidents (the number thereof to be determined by the board of directors), a treasurer, a secretary, and such assistant treasurers, assistant secretaries, or other officers as may be elected by the board of directors. Officers whose authority and duties are not prescribed in these bylaws shall have the authority and perform the duties prescribed, from time to time, by the board of directors. Any two or more offices may be held by the same person, except the offices of the president and secretary.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected annually by the board of directors at the regular annual meeting of the board of directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the board of directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided. Election of an officer shall not of itself create contract rights.

SECTION 3. REMOVAL. Any officer elected or appointed by the board of directors may be removed by the board of directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

SECTION 4. PRESIDENT. The president shall be the principal executive officer of the corporation. Subject to the direction and control of the board of directors, he shall be in charge of the business and affairs of the corporation; he shall see that the resolutions and directives of the board of directors are carried into effect except in those instances in which that responsibility is assigned to some other person by the board of directors; and, in general, he shall discharge all duties incident to the office of president and such other duties as may be prescribed by the board of directors. He shall preside at all meetings of the members and of the board of directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these bylaws, he may execute for the corporation any contracts, deeds, mortgages, bonds or other instruments which the board of directors has authorized to be executed, and he may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the board of directors, according to the requirements of the form of the instrument. He may vote all securities in which the corporation is entitled to vote except as and to the extent such authority shall be vested in a different officer or agent of the corporation by the board of directors.

SECTION 5. VICE PRESIDENT. The vice president (or in the event there be more than one vice president, each of the vice presidents) shall assist the president in the discharge of his duties as the president may direct and shall perform such other duties as from time to time may be assigned to him by the president or by the board of directors. In the absence of the president or in the event of his inability or refusal to act, the vice president (or in the event there be more than one vice president, the vice presidents, in the order designated by the board of directors, or by the president if the board of directors has not made such a designation, or in the absence of any designations, then in the order of their seniority of tenure) shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these bylaws, the vice president (or any of them if there are more than one) may execute for the corporation any contracts, deeds, mortgages, bonds or other instruments which the board of directors has authorized to be executed, and he may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the board of directors, according to the requirements of the form of the instrument.

SECTION 6. TREASURER. The treasurer shall be the principal accounting and financial officer of the corporation. He shall: (a) have charge of and be responsible for the maintenance of adequate books of account for the corporation; (b) have charge and custody of all funds and securities of the corporation, and be responsible therefor, and for the receipt and disbursement thereof; and (c) perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the president or by the board of directors. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the board of directors shall determine.

SECTION 7. SECRETARY. The secretary shall record the minutes of the meeting of the members and of the board of directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the president or by the board of directors.

SECTION 8. ASSISTANT TREASURERS AND ASSISTANT SECRETARIES. The assistant treasurers and assistant secretaries shall perform such duties as shall be assigned to them by the treasurer or the secretary, respectively, or by the president or the board of directors. If required by the board of directors, the assistant treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the board of directors shall determine.

ARTICLE IV
Committees of Directors

The president may appoint such committees of the board of directors as are necessary for the corporation. Each committee shall consist of two or more directors. One member of each committee shall be appointed chairman.

ARTICLE V
Contracts, Checks, Deposits and Funds

SECTION 1. CONTRACTS. The board of directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name or and on behalf of the corporation and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the president or a vice president of the corporation.

SECTION 3. DEPOSITS. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositaries as the board of directors may select.

SECTION 4. GIFTS. The board of directors may accept on behalf of the corporation any contribution, gift, bequest or, devise for the general purposes or for any special purpose of the corporation.

ARTICLE VI
Books and Records

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board of directors, and committees having any of the authority of the board of directors. All books and records of the corporation may be inspected by any director.

ARTICLE VII
Fiscal Year

The fiscal year of the corporation shall be fixed by resolution of the board of directors.

ARTICLE VIII
Waiver of Notice

Whenever any notice is required to be given under the provisions of the General Not-for-Profit Corporation Act of Illinois or under the provisions of the articles of incorporation or the bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XIII
Amendments

The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the board of directors. Such action may be taken at a regular or special meeting for which written notice of the purpose shall be given. The bylaws may contain any provisions for the regulation and management of the affairs of the corporation not inconsistent with law or the articles of incorporation.

FIRST AMENDED AND RESTATED BYLAWS OF
SAN ANTONIO PUBLIC LIBRARY FOUNDATION
A NON-PROFIT CORPORATION

ARTICLE ONE: OFFICES

1.01 Principal Offices. The principal office of the corporation in the State of Texas shall be located in the City of San Antonio, County of Bexar.

1.02 Other Offices. The corporation may also have offices at such other place or places both within and without the state of incorporation as the board of directors may from time to time determine or the business of the corporation may require.

1.03 Registered Office and Registered Agent. The corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the corporation in the State of Texas and the address of the registered office may be changed from time to time by the board of directors.

ARTICLE TWO: BOARD OF DIRECTORS

2.01 Management. The business and affairs of the corporation shall be managed by the board of directors who may exercise all such powers of the corporation and do all such lawful acts and things as are not prohibited by statute, by the articles of incorporation, or by the bylaws of this corporation directed or required to be exercised or done by other persons or committees.

2.02 Number; Qualifications; Election; Term. The board of directors of the corporation shall consist of not more than one hundred (100) persons. In addition to these directors, the board of directors may elect up to fifty (50) advisory board members including representatives from the San Antonio Library Board of Trustees, San Antonio City Council, Friends of the Library and others, at the sole discretion of the board of directors. Each director shall hold office for a two (2) year term, but may be re-elected up to a maximum of three (3) two-year terms; provided, however, that in the fiscal year beginning September 1, 1992 the directors will be elected as follows: a maximum of thirty-three (33) directors will be elected for a one-year term from September 1, 1992 through

August 31, 1993; up to a maximum of thirty-three (33) directors will be elected for a two-year term beginning September 1, 1992 and ending August 31, 1994; and up to a maximum of thirty-four (34) directors will be elected for a three-year term beginning September 1, 1992 and ending August 31, 1995. Any director elected for the initial three-year term to expire on August 31, 1995 will be eligible to serve for two (2) additional 2-year terms thereby making the total length of service for such director seven (7) years. In any event any director who becomes a member of the executive committee or becomes an officer during any of the consecutive two-year terms will be eligible to continue as a board member for the duration of that director's term on the executive committee or as an officer, as said term may be extended under the provisions of Article 4.01. Public Library representatives for election to the corporation board of directors will be recommended by Library Board members with the recommendation being concurred with dependent upon the agreement of the member recommended. Library Board members being recommended should be from as wide a spread of council districts. In accordance with Internal Revenue Service written instructions, there will be a minimum of two (2) Public Library Board of Trustee members for every twenty-five (25) Public Library Foundation Directors.

2.03 Change in Number. The number of directors may be increased or decreased from time to time by action of the board of directors, but no decrease shall have the effect of shortening the term of any incumbent director.

2.04 Removal from Office. Any director may be removed, either for or without cause, at any time by action of the board of directors. One specified cause for removal shall be absence from three (3) consecutive scheduled meetings of the board of directors without valid cause, as determined solely by the board of directors. The preceding sentence is not to be construed as a limitation on the discretion conferred on the board of directors to remove a member of said board.

2.05 Quorum. Fifteen (15) members of the San Antonio Public Library Foundation shall constitute a quorum for the transaction of business at any meeting of the board; but if less than a quorum (15 members) of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

2.06 Election of Directors. Directors shall be elected by plurality vote.

2.07 Regular Meetings. A regular meeting of the board of directors shall be held every other month with one (1) written notice (with agenda attached), with the time and place of the meeting to be designated in the agenda. The President may cancel or change any regular meeting if the officers determine there is no business requiring a regular meeting or that a regular meeting should be changed.

2.08 Special Meetings. Special meetings of the board of directors may be called by or at the request of the President or any five directors. The person or persons authorized to call special meetings of the board may fix any place, either within or without the State of Texas, as the place for holding any special meetings of the board called by them.

2.09 Notice of Special Meeting. Notice of any special meeting of the board of directors shall be given at least seven (7) working days previously thereto by written notice delivered personally or sent by mail to each director to his or her address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted and/or the purpose of any regular or special meeting will be specified in the notice.

2.10 Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors.

2.11 Vacancies. Any vacancy occurring in the board of directors and any directorship to be filled by reason of an increase in the number of directors, shall be filled by the board of directors of the San Antonio Public Library Foundation. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office by plurality vote.

2.12 Compensation. Directors as such shall not receive compensation of any kind for their services. Nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving compensation therefore.

2.13 Action Without Meeting. Any action required or permitted to be taken at any meeting of the board of directors, or any committee to whom management authority has been delegated by the board of directors, may be taken without a meeting if a written consent thereto is signed by all of the members of the board of directors or of such committee. Such written consent shall be filed with the minutes of the proceedings of the board of directors or the committee.

2.14 Telephone Meetings. Subject to the provisions required or permitted by law for notice of meetings, unless otherwise restricted by the Articles of Incorporation or the Bylaws of this corporation, the members of the board of directors, or the members of any committee to whom management authority has been delegated by the board of directors, may participate in and hold a meeting of such board of directors or committee by means of a conference by telephone or other similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting, except where a person participates in such meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

2.15 Minutes. The board of directors, or any committee to whom management authority has been delegated by the board of directors, shall keep regular minutes of its proceedings, and such minutes shall be placed in the minute book of the corporation.

ARTICLE THREE: CERTAIN TRANSACTIONS, INDEMNIFICATION, AND EMERGENCIES

3.01 Interested Directors, Officers, and Members. Any contract or other transaction between the corporation, any of its directors, officers, or members (or any corporation or firm in which any of them are directly or indirectly interested) shall be valid for all purposes notwithstanding the presence of such director, officer, or member at the meeting authorizing such contract or transaction, or his participation in such meeting. The foregoing shall, however, apply only if (i) the contract or transaction is fair as to the corporation as of the time it is authorized or approved, and (ii) the interests of each such director, officer, or member are known or disclosed to the board of directors in advance and it should nevertheless authorize or ratify such contract or transaction by a majority vote of the directors present, each such interested person to be counted for quorum and voting purposes. This section shall not be construed to invalidate any contract or transaction which would be valid in the absence of this section.

3.02 Indemnification of Directors, Officers, et al. The corporation shall, to the fullest extent to which it is empowered to do so by the Texas Business Corporation Act and any other applicable laws as may from time to time be in effect, indemnify any person who was, is or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, partner, venturer, proprietor, trustee, employee, agent or similar functionary of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, against all expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding. The corporation's obligations under this section include, but are not limited to, the convening of any meeting, and the consideration of any matter thereby, required by statute in order to determine the eligibility of an officer or director for indemnification. Reasonable expenses incurred in defending a civil or criminal action, suit or proceeding shall be paid by the corporation in advance of the final disposition of such action, suit or proceeding upon receipt of (i) a written affirmation by the director, officer, employee or agent who may be entitled to such indemnification of his or her good faith belief that he or she has met the standard of conduct necessary for indemnification under the applicable statute, and (ii) a written undertaking by or on behalf of the director, officer, employee or agent who may be entitled to such indemnification, to repay such amount if it shall ultimately be determined that he or she is not entitled to be indemnified by the corporation. The corporation's obligation to indemnify and to prepay expenses under this Section shall arise, and all rights granted to directors, officers, employees or agents hereunder shall vest, at the time of the occurrence of the transaction or event to which such action, suit or proceeding relates, or at the time that the action or conduct to which such action, suit or proceeding relates was first taken or engaged in (or omitted to be taken or engaged in), regardless of when such action, suit or proceeding is first threatened, commenced or completed. Notwithstanding any other provision of these bylaws or the articles of incorporation of the corporation, no action taken by the corporation, either by amendment of the bylaws or the articles of incorporation of the corporation or otherwise, shall diminish or adversely affect any rights to indemnification or prepayment of expenses granted under this section which shall have become vested as aforesaid prior to the date that such amendment or other corporate action is taken. Further, if any provision of this section shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired.

3.03 Limitations on Indemnification.

(a) No indemnification shall be made for obligations resulting from a proceeding in which the person is found liable on the basis that personal benefit was improperly received by him or her, or from a proceeding in which the person is found liable to the corporation.

(b) Indemnification under these bylaws shall be available only after a determination has been made that the person acted in good faith and:

(1) In the case of conduct in an official capacity, reasonably believed his or her conduct to be in the best interests of the corporation, and

(2) In all other cases, reasonably believed his or her conduct to be at least not opposed to the best interests of the corporation, and

(3) In the case of any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful.

The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent, shall not of itself be determinative that the person failed to act in accordance with these requirements.

3.04 Determinations of Liability and Indemnification. All determinations of facts relevant to establishing a director's exemption from liability under Article VIII of the articles of incorporation, or eligibility for indemnification of any person under these bylaws, shall be made:

(1) By majority vote of a quorum of directors not named as defendants or respondents in the proceeding; or

(2) If such a quorum cannot be obtained, by a majority vote of a committee of the board of directors, designated by majority vote of all directors, consisting solely of two (2) or more directors who at the time are not named defendants or respondents in the proceeding; or

(3) By special legal counsel selected by the board of directors or by a committee of the board by vote as set

forth in subparagraphs (1) or (2), above, or if such a quorum cannot be obtained and such a committee cannot be established, by a majority vote of all directors; or

(4) By vote of the membership excluding those who are named defendants or respondents in the proceeding.

3.05 Indemnification for Expenses of Successful Defense. Notwithstanding any other limitations, to the extent that any person has been wholly successful on the merits or otherwise in defense of any proceeding referred to herein, that person shall be indemnified against all reasonable expenses incurred by him or her, including, without limitation, attorneys' fees, court costs, and expert witness fees.

3.06 Advancement of Expenses. Reasonable expenses incurred by a director, officer, employee, or agent of the corporation who was, is, or is threatened to be made a named defendant or respondent in an action, suit, or proceeding may be paid or reimbursed by the corporation in advance of the final disposition as authorized by the board of directors. Before authorizing the advance, the board of directors must determine that under the facts then known indemnification would not be precluded under these bylaws. In addition, the board must receive:

(a) A written affirmation by the director, officer, employee, or agent involved of that person's good faith belief that he or she had met the standard of conduct necessary under these bylaws for indemnification; and

(b) A written undertaking by or on behalf of the director, officer, or employee involved to repay the expenses if it is ultimately determined that he or she had not met the standard of conduct necessary under these bylaws for indemnification.

3.07 Indemnification Not Exclusive. The indemnification provided by this article shall not be deemed to be exclusive of any other rights to which any person indemnified may be entitled under any regulation, agreement, vote of the members or disinterested directors, or otherwise. The indemnification provided by this article shall not be deemed exclusive of any other power to indemnify or right to indemnification that the corporation or any person referred to in this article may have or acquire under the laws of the State of Texas. Indemnification shall continue and inure to the benefit of the heirs, executors, and administrators of any person entitled to indemnification under this article.

3.08 Liability Insurance. The corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or designated agent of the corporation against any liability asserted against and incurred by that person whether or not the corporation would have the power to indemnify him or her under the provisions of the Texas Business Corporation Act.

3.09 Emergencies. During an emergency period following major catastrophe resulting in the loss by death, incapacity, or otherwise, or the isolation of members of the corporation's board of directors or of the corporation's officers, a majority of directors (who have not been rendered incapable of acting by death, physical or mental incapacity, or isolation) shall constitute a quorum of and shall have the power, by majority vote, to fill vacancies on the board of directors and to elect and appoint officers of the corporation; to call a special meeting of the members; and to carry on other corporate business. During such emergency period reasonable attempts shall be made to give notice to the directors, but actions taken at a meeting held during such period shall not be rendered invalid because of failure to give notice as otherwise required.

ARTICLE FOUR: EXECUTIVE COMMITTEE

4.01 Management. The executive committee shall have and exercise the authority of the board of directors in the management of the San Antonio Public Library Foundation and all matters relating to transaction of business of the Foundation with the following exceptions: the board of directors shall continue to be responsible for the election of the President, President-elect, Vice President, Secretary, Treasurer, members of the executive committee, new members of the board of directors, and advisory board members at each annual meeting of the board of directors. All other management responsibilities for maintaining the business and affairs of the corporation are hereby delegated from the board of directors to the executive committee.

4.02 Number; Qualifications; Elections; Term. The executive committee of the board of directors shall consist of not more than twenty-one (21) members nor fewer than eleven (11) members, to consist of the current President, immediate Past-President, no less than one (1) Vice President, Secretary, Treasurer, Executive Director, President-elect, and two (2) ex-officio (non-voting) members (Library Director and Chairman Library Board of Trustees), (hereinafter the "executive committee"), and such other members as elected by the board of directors. Any executive committee member missing three (3) consecutive executive committee meetings without good cause will be removed from the executive committee. Members of the executive committee shall be elected at the annual meeting of the board of directors, except as herein provided, and each member of the executive committee shall be elected for a period of one (1) year, and may hold membership on the executive committee for no more than five (5) consecutive one (1) year terms.

4.03 Change in Number. The number of executive committee members may be increased or decreased from time to time by resolution adopted by a majority of the entire board of directors.

4.04 Quorum. Five members of the executive committee shall constitute a quorum for the transaction of business at any meeting of the executive committee; but if less than a quorum (5 members) of the executive committee are present at said meeting, a majority of the executive committee present at said meeting may adjourn the meeting from time to time without further notice.

4.05 Election of Members to Executive Committee. Members shall be elected to the executive committee by plurality vote of the board of directors at its annual meeting.

4.06 First Meeting. The first meeting of each newly elected executive committee shall be held without further notice immediately following the annual meeting of the board of directors and at the same place, unless by unanimous consent the executive committee then elected and serving designate such other time or place for such first meeting.

4.07 Regular Meetings. A regular meeting of the executive committee shall be held each month at such time and place as shall from time to time be determined by the executive committee. The President may cancel any regular meeting if the officers determine there is no business to be transacted at such a meeting.

4.08 Special Meetings. Special meetings of the executive committee may be called by the President or three (3) members of the executive committee on three (3) day's notice to each member of the executive committee, either personally, by mail, or by facsimile transmission. Special meetings shall be called by the President or the Secretary in like manner and/or like notice on the written request of three (3) directors. Except as may otherwise expressly be provided by statute, by the Articles of Incorporation, or by these Bylaws, neither the business to be transacted at nor the purpose of any special meeting need be specified in a notice or waiver of notice of such meeting.

4.09 Majority Vote. At all meetings of the executive committee, the act of a majority of the members of the executive committee present at any meeting at which a quorum is present shall be the act of the executive committee, except as may otherwise be specifically be provided by statute, by the Articles of Incorporation, or by these Bylaws. If a quorum shall not be present at any meeting of the executive committee, the committee members present at such meeting may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

4.10 Action Without Meeting. Any action required or permitted to be taken at a meeting of the executive committee may be taken without a meeting if a written consent thereto is signed by all the members of the executive committee. Such consent shall be filed with the minutes of the proceedings of the executive committee.

4.11 Other Committees. The executive committee shall have the authority to establish all other committees deemed necessary for the management and operation of the San Antonio Public Library Foundation. Appointment of members to such other committees shall be made in the sole discretion of the executive committee.

ARTICLE FIVE: NOMINATING COMMITTEE

5.01 Number; Qualifications; Elections; Term. The nominating committee shall be made up of nine (9) members, to consist of the President, immediate Past-President, President-elect, three (3) members to be appointed by the executive committee, and three (3) members to be appointed, one each, by the President, immediate Past-President and President-elect. In no event shall there be any less than two (2) members of the nominating committee selected from the membership of the advisory board. The members of the nominating committee shall hold office for a period of one (1) year, and may be appointed to the nominating committee for a period of no more than five (5) consecutive one (1) year terms.

5.02 Authority. The nominating committee, to the extent provided by these Bylaws, shall have the power to nominate persons to stand for election to the office of President, to membership on the board of directors, and to membership on the executive committee.

5.03 Change in Number. The number of nominating committee members may be increased or decreased from time to time by resolution adopted by a majority of the entire board of directors.

5.04 Meetings. The time, place, and notice (if any) of nominating committee meetings shall be determined by the nominating committee.

5.05 Quorum; Majority Vote. Five members of the nominating committee shall constitute a quorum for the transaction of business at any meeting of the nominating committee. The act of a majority of the members of the nominating committee present at any meeting at which a quorum is present shall be the act of the nominating committee, except as otherwise specifically provided by statute, the Articles of Incorporation or these Bylaws. If a quorum is not present at a meeting of the nominating committee, the members present may adjourn the meeting from time to time, without notice other than an announcement at the meeting, until a quorum is present.

5.06 Action Without Meeting. Any action required or permitted to be taken at a meeting of the nominating committee may be taken without a meeting if a consent in writing, setting forth the actions so taken, is signed by all the members of the nominating committee. Such consent shall have the same force and effect as a unanimous vote at a meeting. A signed consent, or a signed copy thereof, shall be placed in the minute book.

5.07 Telephone Meetings. Subject to the provisions required or permitted by law for notice of meetings, unless otherwise restricted by the Articles of Incorporation or the Bylaws of this corporation, the members of the nominating committee may participate in and hold a meeting of such nominating committee by means of a conference by telephone or other similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting, except where a person participates in such meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

5.08 Other Nominations. Nothing in these Bylaws shall be construed as prohibiting nominations from the floor by the members of the board of directors at the annual meeting concerning nominations of persons to stand for election to the executive committee, board of directors or any officer position to be elected by the board of directors.

ARTICLE SIX: NOTICE

6.01 Method. Whenever under the provisions of applicable statute, the articles of incorporation, or these bylaws notice is required to be given to any director or member, and no provision is made as to how such notice shall be given, it shall not be construed to mean personal notice, but any such notice may be given (i) in writing, by mail, postage prepaid, addressed to such director or member at such address as appears on the books of the corporation; or (ii) in any other method permitted by law. Any notice required or permitted to be given by mail shall be deemed to be given at the time when the same shall be thus deposited in the United States mail.

6.02 Waiver. Whenever any notice has been required to be given to any director or member of the corporation under the provisions of statutes, the articles of incorporation, or these bylaws, a written waiver thereof signed by the person entitled to notice, whether before or after the time stated therein, shall be deemed the equivalent of such notice. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting, except when the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

ARTICLE SEVEN: OFFICERS AND AGENTS

7.01 Number; Qualification; Election; Term. The corporation shall have (i) a President who shall be elected by the board of directors at its annual meeting and who shall hold office for a period of one (1) year, subject to a maximum of three (3) one-year terms, until his earlier death, resignation, or removal from office; and (ii) one or more Vice Presidents, a Secretary, and a Treasurer, each of whom shall be elected by the board of directors at its annual meeting, and each of whom shall hold office for a period of one (1) year, subject to a maximum of five (5) one-year terms, until death, resignation, or removal from office; (iii) such other officers (including additional vice presidents and assistant officers and agents) as the executive committee may deem necessary, each of whom shall be appointed by the executive committee at any meeting, and each of whom shall hold office for such term as the executive committee may from time to time determine; and (iv) any two or more offices may be held by the same person. Officers shall be selected from the board of directors but need not be selected from membership on the executive committee.

7.02 Removal. Any officer or agent elected or appointed by the board of directors may be removed by the board of directors whenever in its judgment the best interests of the corporation will be served thereby. Any officer or agent appointed by the executive committee may be removed by the executive committee whenever in its judgment the best interests of the corporation will be served thereby. Such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

7.03 Authority. Officers and agents shall have such authority and perform such duties in the management of the corporation as are provided in these Bylaws or as may be determined by resolution of the board of directors or executive committee not inconsistent with these Bylaws.

7.04 Compensation. Officers and agents shall serve without compensation.

7.05 President. The President shall be the chief executive officer of the corporation and shall preside at all meetings of the board of directors and executive committee. The President shall have general and active management of the business and affairs of the corporation and shall see that all votes and resolutions of the board are carried into effect. The President shall perform such other duties and have such other authority and powers as the executive committee may from time to time prescribe. In the absence or disability of the President, the executive committee shall appoint one of its members to complete the unexpired term of the President's office.

7.06 Vice President. The Vice Presidents shall perform such other duties and have such other authority and powers as the executive committee may from time to time prescribe, or as the President may from time to time delegate.

7.07 Secretary. The Secretary shall attend all meetings of the board of directors and the executive committee and shall record all votes in the minutes and all proceedings that are to be kept for that purpose and shall perform like duties for the board of directors and the executive committee. The Secretary shall give, or cause to be given, notice of all meetings of the board of directors and the executive committee. The Secretary shall keep in safe custody the seal of the corporation and, when authorized by the board of directors or the executive committee, shall affix the same to any instrument requiring it; and, when so affixed, it shall be attested to by the signature of the Secretary or Treasurer. The Secretary shall be under the supervision of the President. The Secretary shall perform such other duties and have such other authority and powers as the executive committee may from time to time prescribe, or as the President may from time to time delegate.

7.08 Treasurer. The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts, receipts, and disbursements of the corporation, and shall deposit all monies and all valuable things in the name of and to the credit of the corporation in such depositories as may be designated by the board of directors. The Treasurer shall disburse the funds of the corporation as may be ordered by the board of directors, taking proper vouchers for such disbursements, and shall render to the president and the directors at the regular meetings of the board, or whenever they may require, an account of all his transactions as treasurer and of the financial condition of the corporation. If required by the board of directors, the Treasurer shall give the corporation a bond in such form, in such sum, and with such surety or sureties as shall be satisfactory to the board for the faithful performance of the duties of the Treasurer and for the restoration to the corporation, in case of his death, resignation, retirement, or removal from office, of all books, papers, vouchers, money, and other property of whatever kind in his possession or under his control belonging to the corporation. The Treasurer shall perform such other duties and have such other authority and powers as the board of directors may from time to time prescribe, or as the president may from time to time delegate.

7.09 Other Offices. All other offices, including that of Past-President and President-elect, shall be assigned and appointed by the executive committee who will specify the duties and responsibilities of all other officer positions in the corporation.

ARTICLE EIGHT: GENERAL

8.01 Books and Records. The corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of all meetings of the advisory board of directors, board of directors, and executive committee, and shall keep at its registered office or principal place of business, or at the office of its transfer agent or registrar, a record of all its members, giving the names and addresses of all members.

8.02 Annual Statement. The board of directors shall present at each annual meeting of the members a full and clear statement of the business and condition of the corporation, including a reasonably detailed balance sheet and income statement.

8.03 Checks and Notes. All checks and demands for money and notes of the corporation greater than $2,000 in value shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or Vice-president of the corporation. All checks and demands for money and notes of the corporation for $2,000 or less shall be signed by the Treasurer and require no counter-signature.

8.04 Fiscal Year. The fiscal year of the corporation shall begin on the first day of September and end on the last day of August of each year.

8.05 Seal. The corporate seal (if any) shall be in such form as may be prescribed by the board of directors. The seal may be used by causing it or a facsimile thereof to be impressed on affixed or in any manner reproduced.

8.06 Amendments. The power to alter, amend, or repeal these bylaws, or adopt new bylaws, subject to repeal or change of action of the members, shall be vested in the board of directors.

8.07 Resignation. Any director, officer, or agent may resign by giving written notice to the president or secretary. Such resignation shall take effect at the time specified therein, or immediately if no time is specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effect. Resignation or termination of any director, officer, or agent may be noted in the minutes of a meeting of the board of directors or executive committee in which event any written notice as required herein shall not be necessary, and the resignation or termination shall be effective on the date specified.

8.08 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portions of these bylaws shall be held invalid or inoperative, then, so far as reasonable and possible (i) the remainder of these bylaws shall be considered valid and operative, and (ii) effect shall be given the intent manifested by the portion held invalid or inoperative.

8.09 Headings. Headings used in these bylaws have been inserted for administrative convenience only and do not constitute matter to be construed in interpretation.

JDW/265/nd

ENDORSED
FILED
In the office of the Secretary of State
of the State of California

JAN 13 1987

MARCH FONG EU, Secretary of State

ARTICLES OF INCORPORATION
OF
THE SAN JOSE PUBLIC LIBRARY FOUNDATION

I

e name of this corporation is The San Jose Public Library Foundation.

II

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

The specific purpose of this corporation is to:

Benefit and support the San Jose Public Library, its branches and its successors by providing goods and services which include but are not limited to the following: books and other library materials, buildings, facilities, equipment, monies, endowment funds, grants and other real and personal property.

Such support shall be over and above the traditional tax base funding of San Jose Public Library and shall not be substituted for the traditional tax base funding.

III

name and address in the State of California of this corporation's initial agent for vice of process is: Ralph H. Brown, 1612 Knollwood Avenue, San Jose, County of ...a Clara, CA 95125.

IV

This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

No substantial part of the activities of this corporation shall consist of carrying of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

e property of this corporation is irrevocably dedicated to charitable purposes and no
rt of the net income or assets of this corporation shall ever inure to the benefit of
y director, officer or member thereof or to the benefit of any private person. Upon the
ssolution or winding up of the corporation, its assets remaining after payment, or
ovision for payment, of all debts and liabilities of this corporation shall be
stributed to a nonprofit fund, foundation or corporation which is organized nd operated
clusively for charitable purposes and which has established its tax exempt status under
ction 501(c)(3) of the Internal Revenue Code.

Ruth A. Kampa

th A. Kampa
ptember 10, 1986

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THE SAN JOSE PUBLIC LIBRARY FOUNDATION

ARTICLE I. BOARD OF DIRECTORS

Section 1. Powers and Qualifications. The affairs of the corporation shall be managed by the Board of Directors.

Section 2. Number. The number of directors of the corporation shall be not less than 15 plus a representative from the San Jose Library Commission and the City Librarian as ex-officio non-voting members. The Board of Directors, by amendment of these Bylaws, may increase the number of directors. Upon the first annual election of directors, the directors shall be divided into three classes. The first class to serve a term of one year, the second class to serve a term of two years, and the third class to serve a term of three years thereafter. Each such director shall hold office for the term for which he/she is elected and until his/her successor shall have been elected and qualified.

Section 3. Election and Term. After the first annual meeting, proposed Directors shall be elected to the Board by the Board of Directors at each annual meeting. Directors shall hold office for a three-year term, but no director shall serve more than two consecutive three-year terms.

Section 4. Vacancies. The Board of Directors shall have power to fill any vacancy occurring on the Board. The director appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

Section 5. Executive Committee. The Executive Committee shall consist of the Foundation President, Vice President, Secretary and Treasurer. The Executive Committee shall have and exercise authority of the Board of Directors in the management of the corporation. However, only the Board of Directors shall have the power to amend, alter, or repeal the Bylaws; elect, appoint, or remove a director or officer of the corporation; amend the Articles of Incorporation; adopt a plan of merger or consolidation with another corporation; authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; authorize the voluntary dissolution of the corporation or revoke proceedings; adopt a plan for the distribution of the assets of the corporation; or amend, alter, or repeal any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and authority shall not operate to relieve the Board of Directors or any individual director of any responsibility imposed upon it or him/her by law.

ARTICLE II. MEETINGS OF BOARD OF DIRECTORS

Section 1. Regular Meetings. At least one regular meeting shall be held each quarter. The meeting in the first quarter of the fiscal year shall be the annual meeting.

Section 2. Special Meetings. Special meetings of the Board of Directors may be held at any place and time, whenever called by the President, or any 5 or more directors.

Section 3. Notice of Meetings. Notice of the time and place of meetings of the Board of Directors shall be sent by the Secretary, or by the person or persons calling the meeting, by mail, at least 10 days prior to the date on which the meeting is to be held.

Section 4. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

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ARTICLE III. ACTIONS BY WRITTEN CONSENT

Any corporate action required or permitted by the Articles of Incorporation, Bylaws, or laws of the State of California to be taken at a meeting of the directors of the corporation may be taken without a meeting if a consent, in writing, setting forth the action so taken shall be signed by all of the directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote and may be described as such.

ARTICLE IV. INDEMNIFICATION OF DIRECTORS AND OFFICERS

Each director or officer and each person serving as an agent shall be indemnified by the corporation against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit, or proceeding in which he/she is made a party by reason of being or having been such director, officer or agent, except in relation to matters as to which he/she shall be adjudicated in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duties. Such indemnification shall not be deemed exclusive of any other rights to which such person may be entitled under any Bylaw, agreement, or vote of the Board of Directors.

ARTICLE V. OFFICERS

Section 1. Officers Enumerated. The officers of the corporation shall be President, Vice President, Secretary, Treasurer and such other officers as may be deemed necessary by the Board of Directors. Each officer shall be elected by the Board of Directors for a one-year term at the annual meeting. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board of Directors may prescribe.

Section 2. The President. The President shall exercise the usual executive powers pertaining to the office of President and shall preside at meetings of the Board of Directors and Executive Committee.

Section 3. The Vice President. In the absence or disability of the President, the Vice President shall act as President.

Section 4. The Secretary. The Secretary shall keep records of the proceedings of the Board of Directors and necessary correspondence when requested by the President to do so, to sign and execute with the President all deeds, bonds, contracts, and other obligations or instruments in the name of the corporation.

Section 5. The Treasurer. The Treasurer shall prepare quarterly and annual financial reports and report to the Board. He/she shall deposit all funds and other valuable effects of the corporation, in such depositories as may be designated by the Board of Directors.

Section 6. Vacancies. Vacancies in any office arising from any cause shall be filled by the Board of Directors at any regular or special meeting.

Section 7. Compensation. There shall be no compensation to any member of the Board of Directors for services rendered in connection with serving as a director.

Section 8. Removal. Any officer elected or appointed may be removed by a majority of the full Board of Directors whenever in its judgment the best interests of the corporation will be served thereby.

ARTICLE VI. ADMINISTRATIVE AND FINANCIAL PROVISIONS

Section 1. Fiscal Year. The fiscal year of the corporation shall be January 1 to December 31.

Section 2. Loans Prohibited. No loans shall be made by the corporation to any officer or to any director.

Section 3. Books and Records. The corporation shall keep current and complete books, records, accounts and minutes of the proceedings of its Board of Directors and committees.

Section 4. Annual Report and Audit. An Annual Report and Financial Audit shall be required and submitted to the Board of Directors for approval at the Annual Meeting.

Section 5. Amendment of Bylaws. These Bylaws may be altered, amended, or repealed by a vote of a majority of the Board of Directors at the annual meeting.

Section 6. Rules of Procedure. The rules of procedure at meetings of the Board of Directors of the corporation shall be the rules contained in Robert's Rules of Order on Parliamentary Procedure, as amended, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation, or any resolution of the Board of Directors.

Adopted by the San Jose Library Foundation Planning Committee.

Secretary

President

Date

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APPROVED
By mc
Date
Fee

ARTICLES OF INCORPORATION

OF

THE LIBRARY LEGACY FOUNDATION OF THE TOLEDO-LUCAS COUNTY PUBLIC LIBRARY

The undersigned, desiring to form a nonprofit corporation under Section 1702.01 of the Ohio Revised Code, do hereby certify that:

ARTICLE I

The name of the corporation shall be The Library Legacy Foundation of the Toledo-Lucas County Public Library.

ARTICLE II

The place in Ohio where the principal office of the corporation is to be located is Toledo, Lucas County, Ohio.

ARTICLE III

(1) The corporation is organized and shall be operated exclusively for the charitable, educational, scientific and literary purpose of advancing the long-range goals, objectives and priorities of the Toledo-Lucas County Public Library as established by the Board of the Toledo-Lucas County Public Library and to receive, hold, invest and administer property, and to make expenditures to or for the exclusive benefit of the Toledo-Lucas County Public Library selected from priorities established by the Toledo-Lucas County Public Library.

(2) In order to carry out and achieve the foregoing purposes, this corporation may:

(a) Act as trustee under any trust created to furnish funds for any of the purposes for which this corporation is formed, and receive, hold, administer, lend and expend funds and property subject to such trust;

(b) Make contracts;

(c) Solicit, collect, receive, acquire, use, develop, expend, grant, hold, invest and lend money and property, both real and personal, received by gift, contribution, bequest, devise or otherwise;

(d) Sell and convert property, both real and personal, into cash;

(e) Use the funds of this corporation and the proceeds, income, rents, issues and profits derived from any property of this corporation for any of the purposes for which this corporation is formed;

(f) Purchase or otherwise acquire, invest in, own, hold, sell, assign, transfer, or otherwise dispose of, mortgage, pledge or otherwise hypothecate or encumber and deal in and with real and personal property, shares, bonds, notes, debentures or other securities or evidences of indebtedness of any person, firm, corporation or association and, while the owner or holder thereof, exercise all rights, powers and privileges of ownership;

(g) Borrow money, incur indebtedness, and secure the repayment of the same by mortgage, pledge, deed of trust, or other hypothecation of property, both real or personal;

(3) Notwithstanding any of the above statements of purposes and powers, this corporation shall not engage in activities which in themselves are not in furtherance of the charitable, educational, scientific and literary purposes set forth in paragraph 1 of this Article III.

ARTICLE IV

The names and addresses of the persons who are appointed to act in the capacity of trustees of this corporation until the selection of their successors are as follows:

Name	Address
Thomas Anderson	The Andersons P. O. Box 119 Maumee, Ohio 43537
Carol Block	4619 Cranbrook Drive Toledo, Ohio 43615
Phyllis Boyle	Environmental Consultants, Inc. 1916 N. 12th Street Toledo, Ohio 43624
Robert H. Carlile	Executive Towers, Apt. 514 1920 Collingwood Blvd. Toledo, Ohio 43624
John F. Hayward	2101 Clarenden Drive Toledo, Ohio 43607
Charles H. Russell	2332 Old Stone Court Toledo, Ohio 43614

ARTICLE V

No part of the assets or of the net earnings of the corporation shall inure to the benefit of, or be distributable to, any Member, trustee, officer, or other private individual, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and contributions in furtherance of the purposes set forth in Article III hereof, and no Member, trustee, or officer, or any private individual shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation or otherwise. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law (the "Code") or (b) by a corporation, contributions to which are deductible under Code Section 170(c)(2).

ARTICLE VI

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively to the Toledo-Lucas County Public Library, In the event the Toledo-Lucas County Public Library is not in existence, the Board of Trustees shall dispose of the assets to such publicly supported organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes and described in Code Section 509(a)(1) or (2) as shall at the time qualify as an exempt organization or organizations under Code Section 501(c)(3), as the Board of Trustees shall determine.

ARTICLE VII

These Articles may be amended by the vote or written assent of the Members of this corporation entitled to exercise a majority of the voting power, or the vote of a majority of a quorum at a meeting of Members called for such purpose or purposes.

ARTICLE VIII

The provisions for membership in the corporation shall be governed by the Code of Regulations.

IN WITNESS WHEREOF, I have executed these Articles of Incorporation this 25th day of May, 1989.

John E. Hayward

John E. Hayward, Incorporator

CODE OF REGULATIONS

OF

THE LIBRARY LEGACY FOUNDATION OF THE TOLEDO-LUCAS COUNTY PUBLIC LIBRARY

ARTICLE I

Purpose

Section 1. Purpose. The Library Legacy Foundation of the Toledo-Lucas County Public Library (the "Corporation") is organized to support and promote the charitable, educational, scientific and literary purposes of the Toledo-Lucas County Public Library, and in particular, but not by way of limitation thereof, to solicit and receive gifts, devises, bequests, or otherwise any money or other property, absolutely or in trust, to be used, including principal and/or income, for the exclusive benefit of the Toledo-Lucas County Public Library, and the educational, charitable, scientific and literary activities and programs conducted by the Toledo-Lucas County Public Library.

ARTICLE II

Membership

Section 1. Members. The persons who are members of the Board of Trustees of the Toledo-Lucas County Public Library and those persons who are members of the Board of Trustees of this Corporation from time to time shall be the only Members of this Corporation; provided, however, the Corporation shall not have more than twenty-one (21) members. Upon ceasing to be a member of either Board, or in the case of a person acting as a Trustee on both Boards, then upon such person's ceasing to be a member of both Boards, any such person shall cease to be a Member of this Corporation. In the election of Trustees, each Member of this Corporation shall be entitled to one vote for each office to be filled.

Section 2. Membership Book. The Corporation shall keep a membership book containing the name and address of each member, and the date of admission to membership.

Section 3. Reserved Powers Exercisable by Members Alone. Action by the Members shall be required:

a. to adopt or change the philosophy, objectives, purposes or ethical standards of the Corporation and of organizations controlled by the Corporation;

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b. to elect the Trustees of the Corporation as provided in Article IV, Section 3, and to fill any vacancy on the Board and remove such Trustees at will, with or without cause as provided in Article IV, Sections 9 and 10.

c. to amend or repeal the Articles of Incorporation and the Code of Regulations of the Corporation as provided in Article VII;

d. to dissolve or terminate the existence of the Corporation and to determine the distribution of assets upon such dissolution or termination in accordance with the Articles of Incorporation; and

e. to take any action necessary to conform the purposes and activities of the Corporation and of organizations controlled by the Corporation as may be in effect from time to time.

The Members of the Board of Trustees shall be relieved from liability for managerial acts or omissions imposed upon members of boards of trustees by law, to the extent that, and as long as, any discretionary power in the management of corporate affairs is exercised by the Members pursuant to this section and the Articles of Incorporation.

Section 4. Required Members' Approval of Board of Trustees Action. The Members must approve the following actions of the Board of Trustees as a condition before they become effective:

a. the approval of any merger or consolidation of the Corporation and any sale of substantially all of its assets;

b. the approval of incurring, guaranteeing, or pledging or encumbering any assets as security for payment of any indebtedness or series of indebtedness; and

c. the approval of any other act for which membership approval is required under applicable civil law, the Articles of Incorporation or these Regulations.

ARTICLE III

Meetings of Members

Section 1. Annual Meeting. An annual meeting of the Members of the Corporation shall be held during the month of March annually.

Section 2. Special Meetings. Special meetings of the Members of the Corporation may be called at any time by a majority of the Board of Trustees, by the President, or by not less than one-third (1/3) of the Members.

Section 3. Notice. Unless waived, a written, printed or typewritten notice of each annual or special meeting stating the day, hour and place, and, in the case of a special meeting, the purpose or purposes thereof shall be given to or mailed to each Member not more than sixty (60) days nor less than five (5) days before any such meeting. The Secretary of the Corporation shall be responsible for providing such notice.

Section 4. Voting. The Members shall have the exclusive right to vote on the powers reserved to the Members under Article II, Section 3, and all other matters to be acted upon by the Members. Each Member shall have one vote upon every question submitted to the meeting of the Members. Voting on all matters may be conducted by mail.

Section 5. Quorum. A simple majority of the entire existing number of Members shall constitute a quorum for a meeting of the Members, and a concurring vote of a simple majority of the votes cast at a meeting at which a quorum is present shall be the act of the Members. If at any meeting there should be less than a quorum present, those present may adjourn the meeting without further notice from time to time until a quorum shall be present.

Section 6. Proxies. Members may vote or act by proxy in respect to all matters which are to be voted upon by Members.

Section 7. Resignation. Any Member may resign by filing a written resignation with the Secretary of the Corporation.

ARTICLE IV

Powers, Meeting and Committees of Trustees

Section 1. Number and Term. The number of Trustees of the Corporation shall be twelve (12), or such additional number as may be determined from time to time by the Members. Trustees shall be elected for a term of one (1) year and until their successors are elected.

Section 2. Qualification of Trustees. Trustees shall have a strong interest in the welfare of the Toledo-Lucas County Public Library and shall be well-respected residents of Lucas County.

Section 3. Election of Trustees. The initial Trustees of the Corporation shall be:

Thomas Anderson	The Andersons P. O. Box 119 Maumee, Ohio 43537
Carol Block	4619 Cranbrook Drive Toledo, Ohio 43615
Phyllis Boyle	Environmental Consultants, Inc. 1916 N. 12th Street Toledo,Ohio 43624
Robert H. Carlile	Executive Towers, Apt. 514 1920 Collingwood Blvd. Toledo, Ohio 43624
John F. Hayward	2101 Clarenden Drive Toledo, Ohio 43607
Charles H. Russell	2332 Old Stone Court Toledo, Ohio 43614

The Members shall annually elect the Trustees by majority vote at the annual meeting of the Members. Trustees may be re-elected for successive terms.

Section 4. Meetings. The annual meeting of the Trustees shall be held during the month of March, annually. Special meetings may be called at any time by the President or by any seven (7) Trustees.

Section 5. Quorum and Voting. A simple majority of the whole authorized number of Trustees shall constitute a quorum for a meeting of the Trustees, and the concurring vote of a simple majority of those present at a meeting at which a quorum is present shall be the act of the Board of Trustees. In addition to those Trustees who are actually present at a meeting, Trustees shall for purposes of this section be deemed present at such meeting if a conference telephone or similar communications equipment is used by means of which all persons participating in the meeting can hear eath other at the same time. If, at any meeting, there should be less than a quorum present, those present may adjourn the meeting without further notice, from time to time, until a quorum shall be present. Notice of an adjourned meeting shall be given to the extent practicable to other Trustees who are not present at the time of adjournment. After a quorum has been established at a meeting of the Board of Trustees, the subsequent withdrawal of Trustees from the meeting so as to reduce the number of Trustees present at any meeting to fewer than the number required for a quorum shall not affect the validity of any action taken by the Board of Trustees at the meeting or any adjournment thereof.

Section 6. Notice. Unless waived, a written, printed or typewritten notice of each annual or special meeting stating the day, hour and place, and the purpose or purposes thereof shall be given to or mailed to each Trustee not more than sixty (60) days nor less than five (5) days before any such meeting. The Secretary of the Corporation shall be responsible for providing such notice.

Section 7. Written Consents and Waivers of Notice. Any action required or permitted to be taken at any meeting of the Board of Trustees or of any committee thereof may be taken without a meeting, if a written consent to such action is signed by all of the Board of Trustees or of such committee, as the case may be, and such written consent is filed with the minutes of proceedings of the Board of Trustees or committee.

Section 8. Committees. The Board of Trustees may create an Executive Committee and such other committee or committees as the Trustees may determine, the members of which committee or committees shall consist of not less than three (3) Trustees. A simple majority of the members of any such committee shall constitute a quorum, and the act of a simple majority of the votes cast at a meeting at which a quorum is present shall be the act of the committee. In every instance, however, the final action on all committee business shall be in the nature of recommendations to the Board of Trustees.

Section 9. Removal of Trustees. Any Trustee may be removed, with or without cause, at any time by majority vote of the Members.

Section 10. Resignations and Vacancies. Any Trustee may resign by tendering a written resignation to the President of the Corporation. The resignation shall be effective on the date of its receipt by the President, and the receipt of the resignation shall require no further Corporation action to be effective. Vacancies in the Board of Trustees shall be filled by appointment by the Members. The Trustee appointed to fill the vacancy on the Board of Trustees shall serve until the Members have approved the Trustees nominated at the next annual meeting of the Members held after the filling of such vacancy.

Section 11. Powers of Trustees. Subject to the powers reserved to the Members under Article II, Sections 3 and 4, the business and affairs of the Corporation shall be managed by the Board of Trustees. Subject to the provisions of the Ohio Nonprofit Corporation Law, the Articles of Incorporation and the Code of Regulations of the

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Corporation, the Board of Trustees shall do and perform every act and thing whatsoever which it shall deem necessary, expedient or advisable to carry out the purposes of the Corporation.

ARTICLE V

Officers

Section 1. Number, Title and Election. The officers of the Corporation shall consist of a President, a Vice President, a Secretary, and a Treasurer and such other officers and assistant officers as the Board of Trustees shall deem advisable, each of whom shall be elected by the Board at the annual meeting of the Board. Officers shall hold office for a term of one year, or until their successors are elected and qualified, except in the event of their earlier death, resignation or removal. The President and Vice President shall be elected from the Board of Trustees of the Corporation. The offices of Secretary and Treasurer may be held by the same person and neither officer need be a Trustee.

Section 2. Vacancies. A vacancy in any office because of death, resignation or removal of an officer other than the President shall be filled by the Board for the unexpired term of such office.

Section 3. Resignation or Removal of Officers. An officer of the Corporation may resign at any time by tendering his or her resignation in writing to the President of the Corporation and such resignation may become effective immediately upon its delivery to the President. An officer of the Corporation may be suspended or removed at any time, with or without cause, by the President following an appropriate hearing at a meeting called for that purpose. The election of an officer for a term of office shall not be deemed to create contract rights.

Section 4. President. The President shall serve at the pleasure of the Members. The President shall have all authority and responsibility necessary to operate the Corporation in all its activities, subject only to such policies as may be issued by the Board, its Executive Committee or the Members. The President shall act as the duly authorized representative of the Board of Trustees and the Corporation in all matters in which the Board or the Members have not formally designated some other person to act.

Section 5. Vice President. The Vice President shall perform all the duties of the President in case of the latter's absence or disability. In case both the President and Vice President are absent or unable to perform their duties, the Members or Trustees, as the case may be, may appoint a President pro tempore.

Appendix B.

Policies on Use of Private Funds and General Funds Money

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BROWARD PUBLIC LIBRARY FOUNDATION

POLICY ON ALLOCATION OF FUNDS RAISED BY THE FOUNDATION

Purpose:

The Foundation intends that grants to the entire library system be substantial in nature, serve the broad needs of the public, and make the best use of the gifts. To that end, allocation of funds should:

1. aim for quality not expediency;
2. endeavor not to duplicate materials easily available to the library;
3. not replace the county's responsibility to the library by paying part of the library's operating budget;
4. represent significant additions to the collection and institution; and
5. establish an endowment with proceeds available in the future.

Policies and Procedures:

1. The Budget/Finance Committee shall plan for and supervise short- and long-range allocation of funds from the Foundation to the Broward County Library. The Committee will meet on a regular basis and be made up of three to five members, with the Executive Director as advisor. Members of the committee shall be board members with financial background and/or familiarity with library/user needs. A library staff member should act as consultant to keep the Committee aware of the Library's needs and priorities.

2. The Budget/Finance Committee should develop the plan for allocation of funds in conjunction with the Library's Five Year Long Range Plan and shorter range plans and "wish lists."

3. Establishing an endowment to finance future library needs, as well as to insure continuity of the Foundation itself, is an important goal of the Committee. The endowment funds should receive approximately 50% of current cash gifts. (Restricted gifts which cannot be easily converted into cash should be excluded from this calculation.) If the level of Foundation income exceeds $200,000 annually, the endowment formula should be reviewed by the Executive Committee. Endowment funds can provide matching funds when appropriate for the Library development.

4. Grants to the Library should be substantial in nature. The recommended minimum is $10,000 and most should be in range of $50,000 to $100,000. Smaller grants, unless from a restricted gift for a particular purpose, should be reviewed critically by the committee. Grants should be made in reponse to plans, not expediency.

5. The Foundation should have the flexibility to finance the acquisition of major existing collections.

6. The Foundation recognizes the important role of the Friends of the Library and will maintain communication with them to ensure that projects and grants are complementary.

7. Each year before the budget is adopted the Executive Committee will present to the Board of Directors a plan with recommendations for allocation of funds and grants. These recommendations will stem from a review of the Library's plans and needs and the available funds of the Foundation. Grants proposed during the year which represent a change in the plan will be reviewed by the Executive Committee before being acted upon by the Board of Directors.

BROWARD PUBLIC LIBRARY FOUNDATION

CONTRIBUTION AND DONATION ACCEPTANCE POLICIES

Purpose:

This document sets forth the general policy and guidelines of the Foundation with respect to the acceptance of gifts, donations and contributions.

Policies:

The Foundation will accept gifts of cash and non-cash property, including securities, life insurance, real property, tangible personal property, intangible personal property, business ownership interests and other non-cash property of value. Gifts which are not accompanied by restrictions imposed by the donor will be placed in the Foundation General Fund and used by the Foundation as a part of the normal budget process. The Foundation will accept gifts which are restricted by donors, provided the nature of the restriction is consistent with the Foundation's overall programs, or in the case of property gifts, the Foundation can use the property in its programs for the restricted purpose. Donor restrictions will be stated in writing and retained on file in the Foundation office.

When publicly traded stock and other types of securities are contributed, it shall be the policy of the Foundation to sell the securities at the earliest opportunity, thereby converting them to cash. Any exceptions must be approved by the Executive Committee.

The Foundation will consider acceptance of gifts subject to economic conditions, such as the assumption of donor indebtedness, joint tenancy arrangements with donors, provisions for life estates and other economic stipulations that may obligate the Foundation. Generally, the Foundation will agree to accept such gifts in cases where there is a reasonable expectation that periodic cash flow from the properties will exceed the debt service requirements and/or obligations. In no event, will the Foundation enter into agreements which will place a material obligation or a lien upon the Foundation's general budget revenues.

If the gift produces unrelated business income to the Foundation, for Federal income tax purposes, the income tax obligation will be taken into consideration in assessing the periodic cash flow requirements.

BROWARD PUBLIC LIBRARY FOUNDATION

CONTRIBUTION AND DONATION ACCEPTANCE POLICIES

Guidelines for Acceptance of Real Estate

1. The Foundation shall accept gifts in the form of land or interests in real estate at the discretion of the Board of Directors, upon the recommendation of the Executive Committee and the Investment Committee, and in accordance with Foundation Bylaws.

2. When submitting any offer of a gift of land or interest in real estate for approval, the prospective donor shall be requested to furnish an appraisal satisfactory to the Board of Directors containing, where appropriate, a description and information respecting restrictions, improvements, topography, current or delinquent taxes, assessments, etc. It shall be the policy of the Foundation to encourage the submission of a MAI or SREA appraisal.

3. Gifts of land or real estate shall be accepted only when transferred by warranty deed or its equivalent.

4. It shall be the policy to encourage donors to submit gifts for Board approval not later than December 1 in the year of the gift.

5. The Foundation recommends that, where appropriate, property be conveyed by the Foundation by quit claim deed.

6. In the event that real estate or interests in real estate not readily saleable is offered to the Foundation, the property will be accepted only if ownership imposes no financial, management or other burden on the Foundation.

   a. Vacant buildings and property requiring significant repairs are usually unsuitable for acceptance unless immediately saleable.

   b. An undivided fractional interest in real estate or an interest in a partnership owning real estate, if not readily saleable, is suitable for acceptance only if appropriate provisions can be made to protect the Foundation from any obligation to contribute funds or to assume management responsibilities.

BROWARD PUBLIC LIBRARY FOUNDATION

CONTRIBUTION AND DONATION ACCEPTANCE POLICIES

OFFICIAL GIFT ACQUISITION FORM

Name of Donor ____

Address ____

City ____________________ State __________ Zip ________

Phone ____________________

Gift ____

Gift Description: (books, coins, prints, etc.)

____

____

____

____

The Foundation's purpose is to provide books and services not otherwise available to the Broward County Library System.

Conditions of Acceptance:

Upon the acceptance by the Foundation, the Donor realizes that this is an outright gift to the Foundation on a permanent basis and that the Foundation retains the right of full disposition of said gift and does not guarantee permanent display or use.

If the donor desires an appraisal for tax purposes, the donor must employ his own licensed appraiser, as Foundation policy prohibits our making any appraisals whatsoever. However, the Foundation staff will be glad to assist the donor in any way possible.

Donor ____

Accepted By ____________________ Date ______________
Signature

BROWARD PUBLIC LIBRARY FOUNDATION

POLICIES FOR DESIGNATING DONORS AS FOUNDERS

Related Policies:

Foundation: "Policies for Recognition of Donors to the Foundation" (includes Library Advisory Board Policy for Recognizing and Identifying Donors to the Broward County Library System)
Foundation: "Contribution and Donation Acceptance Policy"

Purpose:

This policy reaffirms the decision to establish a Founders Club and category of membership adopted by the Foundation Board on May 16, 1983. (Revised May 12, 1986 & September 19, 1989)

Qualifications:

In order to become a Founder, a donor must contribute $10,000 or more in money, securities or real or personal property. The gift may be made as a one-time contribution, or with the approval of the Executive Committee, may be paid out at specified intervals over a period not to exceed ten years for individuals and five years for Corporations.

Acceptable forms of giving include:

1. Outright gifts or bequests received in cash, property or securities
2. Bequests received under revocable or testamentary trusts
3. Irrevocable annuity trusts or uni-trusts with the Foundation as remainder beneficiary
4. Irrevocable beneficiary designation under a paid-up life insurance policy

BROWARD PUBLIC LIBRARY FOUNDATION

POLICIES FOR RECOGNITION OF DONORS TO THE FOUNDATION

RELATED POLICY:

Library Advisory Board "Policy for Recognizing and Identifying Donors to the Broward County Library System" applies to Foundation donors and establishes the library system procedure required for approval of plaques and other methods of identifying significant donors, to ensure that esthetics and fairness are used throughout the library system. This policy requires approval by the Library Advisory Board and County Library Director of all identification and recognition markers.

Library Advisory Board:
Policies for Recognition of Donors to the Foundation:

Purpose:

The purpose of this policy is to establish a procedure whereby significant donors can be suitably recognized, and to ensure that esthetics and fairness are used for donor-identification throughout the library system.

Policy:

It is the policy of the Broward County Library System not only to encourage donations from the private sector, but also to allow some permanent recognition of significant donations where appropriate. Donations may be money, securities, real or personal property, or in special cases, personal service. Nothing in this policy is to be construed as inflexible, since the future may present new opportunities for donor recognition which cannot be foreseen.

Format:

To ensure harmony and good taste, the format for any permanent plaques, nameplates, inscriptions or other recognitions shall be approved by the County Library Director with due consideration for the architectural style of each library and for unity throughout the library system.

Naming of Rooms, Departments, Locations and Physical Facilities:

These proposals will be handled individually according to the procedures established here for approval, with the criteria being fairness, esthetics and harmony.

Naming of Donated Collections:

These proposals will be approved by the Director based upon acceptance by the appropriate staff representative and do not need approval of the Library Advisory Board.

Bookplates and Book Endowments:

The identification of these donors is the responsibility of the System Director and staff and will be handled according to procedures established by the system.

- End Related Policy -

APPROVED PLAQUES:

The following identifications have been approved under the related policy:

- Charter Founders Wall Plaque - limited to those who contributed $10,000 or more within the period of one year from date of dedication of Main Library, April 29, 1984.
- Founders Plaque - one plaque for each Founder, placed in a location approved by the Library Administration and donor.

Additional categories of plaques or markers may be established by the Foundation Board, upon recommendation of the Executive Committee. The Library Advisory Board policy will then be followed prior to final action.

NAMING OF ROOMS, DEPARTMENTS, LOCATIONS AND PHYSICAL FACILITIES:

Such proposals will be handled individually by the Foundation Board upon recommendation of the Executive Committee and approval of the County Library Director. The Library Advisory Board policy will then be followed to secure approval prior to final action.

BROWARD PUBLIC LIBRARY FOUNDATION

POLICY ON ALLOCATION OF FUNDS RAISED BY THE FOUNDATION

Purpose:

The Foundation intends that grants to the entire library system be substantial in nature, serve the broad needs of the public, and make the best use of the gifts. To that end, allocation of funds should:

1. aim for quality not expediency;
2. endeavor not to duplicate materials easily available to the library;
3. not replace the county's responsibility to the library by paying part of the library's operating budget;
4. represent significant additions to the collection and institution; and
5. establish an endowment with proceeds available in the future.

Policies and Procedures:

1. The Budget/Finance Committee shall plan for and supervise short- and long-range allocation of funds from the Foundation to the Broward County Library. The Committee will meet on a regular basis and be made up of three to five members, with the Executive Director as advisor. Members of the committee shall be board members with financial background and/or familiarity with library/user needs. A library staff member should act as consultant to keep the Committee aware of the Library's needs and priorities.

2. The Budget/Finance Committee should develop the plan for allocation of funds in conjunction with the Library's Five Year Long Range Plan and shorter range plans and "wish lists."

3. Establishing an endowment to finance future library needs, as well as to insure continuity of the Foundation itself, is an important goal of the Committee. The endowment funds should receive approximately 50% of current cash gifts. (Restricted gifts which cannot be easily converted into cash should be excluded from this calculation.) If the level of Foundation income exceeds $200,000 annually, the endowment formula should be reviewed by the Executive Committee. Endowment funds can provide matching funds when appropriate for the Library development.

BROWARD
PUBLIC LIBRARY
FOUNDATION, INC.
100 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone 305 357 7469

Revised September 19, 1989

POLICIES MANUAL

Contribution and Donation Acceptance Policies

Policies for Designating Donors as Founders

Policies for Recognition of Donors to the Foundation

Policies on Allocation of Funds Raised by the Foundation

Financial Management Policies

Investment Policies

Policy on Board Status of Committee Chairs

BROWARD PUBLIC LIBRARY FOUNDATION

CONTRIBUTION AND DONATION ACCEPTANCE POLICIES

Purpose:

This document sets forth the general policy and guidelines of the Foundation with respect to the acceptance of gifts, donations and contributions.

Policies:

The Foundation will accept gifts of cash and non-cash property, including securities, life insurance, real property, tangible personal property, intangible personal property, business ownership interests and other non-cash property of value. Gifts which are not accompanied by restrictions imposed by the donor will be placed in the Foundation General Fund and used by the Foundation as a part of the normal budget process. The Foundation will accept gifts which are restricted by donors, provided the nature of the restriction is consistent with the Foundation's overall programs, or in the case of property gifts, the Foundation can use the property in its programs for the restricted purpose. Donor restrictions will be stated in writing and retained on file in the Foundation office.

When publicly traded stock and other types of securities are contributed, it shall be the policy of the Foundation to sell the securities at the earliest opportunity, thereby converting them to cash. Any exceptions must be approved by the Executive Committee.

The Foundation will consider acceptance of gifts subject to economic conditions, such as the assumption of donor indebtedness, joint tenancy arrangements with donors, provisions for life estates and other economic stipulations that may obligate the Foundation. Generally, the Foundation will agree to accept such gifts in cases where there is a reasonable expectation that periodic cash flow from the properties will exceed the debt service requirements and/or obligations. In no event, will the Foundation enter into agreements which will place a material obligation or a lien upon the Foundation's general budget revenues.

If the gift produces unrelated business income to the Foundation, for Federal income tax purposes, the income tax obligation will be taken into consideration in assessing the periodic cash flow requirements.

Restricted or Conditional Gifts:

The terms and conditions of gifts accompanied by substantive restrictions and/or economic conditions will be summarized and presented to the Board of the Foundation for consideration. In order for the gift to be accepted, the donor must sign the Broward Public Library Foundation Official Acquisition Gift Form for gifts other than cash or securities. The acceptance of such restricted gifts will be documented in the minutes of the Board Meeting.

BROWARD PUBLIC LIBRARY FOUNDATION

CONTRIBUTION AND DONATION ACCEPTANCE POLICIES

Guidelines for Acceptance of Real Estate

1. The Foundation shall accept gifts in the form of land or interests in real estate at the discretion of the Board of Directors, upon the recommendation of the Executive Committee and the Investment Committee, and in accordance with Foundation Bylaws.

2. When submitting any offer of a gift of land or interest in real estate for approval, the prospective donor shall be requested to furnish an appraisal satisfactory to the Board of Directors containing, where appropriate, a description and information respecting restrictions, improvements, topography, current or delinquent taxes, assessments, etc. It shall be the policy of the Foundation to encourage the submission of a MAI or SREA appraisal.

3. Gifts of land or real estate shall be accepted only when transferred by warranty deed or its equivalent.

4. It shall be the policy to encourage donors to submit gifts for Board approval not later than December 1 in the year of the gift.

5. The Foundation recommends that, where appropriate, property be conveyed by the Foundation by quit claim deed.

6. In the event that real estate or interests in real estate not readily saleable is offered to the Foundation, the property will be accepted only if ownership imposes no financial, management or other burden on the Foundation.

    a. Vacant buildings and property requiring significant repairs are usually unsuitable for acceptance unless immediately saleable.

    b. An undivided fractional interest in real estate or an interest in a partnership owning real estate, if not readily saleable, is suitable for acceptance only if appropriate provisions can be made to protect the Foundation from any obligation to contribute funds or to assume management responsibilities.

c. Raw land should be wholly or at least in part reasonably marketable so as not to burden the Foundation with carrying costs. If it is necessary for the property to be carried for an extended period of time, suitable arrangements must be made to cover costs during the holding period.

d. Single family houses are suitable for acceptance, even if the donor retains occupancy rights and assumes all related costs.

e. If the donor imposes any restriction on the immediate sale of the property, the Foundation will accept the property only if the donor provides a fund from which to pay all costs of its retention or otherwise satisfies the Foundation that money will be made available for this purpose when required.

7. In case of urgency, the Chairman of the Investment Committee, together with the Executive Committee, shall be authorized to decide whether or not a particular offer shall be accepted.

8. The Board of Directors shall have authority to make exceptions to the above policies in appropriate situations.

BROWARD PUBLIC LIBRARY FOUNDATION

CONTRIBUTION AND DONATION ACCEPTANCE POLICIES

OFFICIAL GIFT ACQUISITION FORM

Name of Donor____

Address____

City______________________________State__________Zip_______

Phone_________________

Gift____

Gift Description: (books, coins, prints, etc.)

____

____

____

____

The Foundation's purpose is to provide books and services not otherwise available to the Broward County Library System.

Conditions of Acceptance:

> Upon the acceptance by the Foundation, the Donor realizes that this is an outright gift to the Foundation on a permanent basis and that the Foundation retains the right of full disposition of said gift and does not guarantee permanent display or use.
>
> If the donor desires an appraisal for tax purposes, the donor must employ his own licensed appraiser, as Foundation policy prohibits our making any appraisals whatsoever. However, the Foundation staff will be glad to assist the donor in any way possible.

Donor____

Accepted By______________________________Date________________
Signature

BROWARD PUBLIC LIBRARY FOUNDATION

CONTRIBUTION AND DONATION ACCEPTANCE POLICIES

OFFICIAL GIFT/LOAN FORM

The Broward Pubic Library Foundation gives/loans to the Broward County Library the following item(s):

____

____

____

(Description):____

____

____

Period of time, if loan:____

The Foundation's purpose is to provide books and services not otherwise available to the Broward County Library System.

Conditions of Acceptance:

> Upon the acceptance of a gift by the Broward County Library, the Foundation realizes that this is an outright gift to the Library on a permanent basis and that the Library retains the right of full disposition of said gift and does not guarantee permanent display or use.
>
> Upon the acceptance of a loan of a gift by the Broward County Library, the Library accepts the responsibility to to maintain and insure the gift during the period of the loan from the Broward Public Library Foundation.

________________________________ date:__________________

Broward Public Library Foundation

________________________________ date:__________________

Broward County Library

BROWARD PUBLIC LIBRARY FOUNDATION

POLICIES FOR DESIGNATING DONORS AS FOUNDERS

Related Policies:

Foundation:	"Policies for Recognition of Donors to the Foundation" (includes Library Advisory Board Policy for Recognizing and Identifying Donors to the Broward County Library System)
Foundation:	"Contribution and Donation Acceptance Policy"

Purpose:

This policy reaffirms the decision to establish a Founders Club and category of membership adopted by the Foundation Board on May 16, 1983. (Revised May 12, 1986 & September 19, 1989)

Qualifications:

In order to become a Founder, a donor must contribute $10,000 or more in money, securities or real or personal property. The gift may be made as a one-time contribution, or with the approval of the Executive Committee, may be paid out at specified intervals over a period not to exceed ten years for individuals and five years for Corporations.

Acceptable forms of giving include:

1. Outright gifts or bequests received in cash, property or securities
2. Bequests received under revocable or testamentary trusts
3. Irrevocable annuity trusts or uni-trusts with the Foundation as remainder beneficiary
4. Irrevocable beneficiary designation under a paid-up life insurance policy

Qualifications (continued):

Major underwriting of a one-time gift of $10,000 or more for special Foundation projects preapproved by the Board of Directors will be attributable to Founders status. Money gifts which are unrestricted may be accepted by the Executive Director, any officer or the Board of Directors. Gifts in other forms or restricted gifts must be approved by the Foundation Board before final acceptance. The names of Founders will be reported formally to the Foundation Board. In the case of Founders status for an individual's estate, the Foundation should recognize the estate and an estate designated representative.

Charter Founders are those who gifts were made within the one-year period after dedication of the Main Library on April 29, 1984.

The term "Founder," is a separate membership category in the bylaws.

Recognition of Founders:

The Foundation Board of Directors and Executive Director, on behalf of the users of the system libraries, will make every effort to make manifest appreciation for the gifts of Founders. Recognition efforts should include, but not be limited to, a Founders plaque, medal, membership in the Founders Club, special press coverage of the gift, mention in the Foundation newsletter, and personal greetings from the Foundation Chairman, the Board of Directors and the Broward County Library Director.

Founders Club:

An organized Founders Club should be maintained under the auspices of the Board of Directors for the purposes of showing appreciation, securing additional gifts and recruiting future Founders. The Founders Club should engage in such activities as: social events for Founders and prospective Founders, a medal or medallion presentation and other special projects.

BROWARD PUBLIC LIBRARY FOUNDATION

POLICIES FOR RECOGNITION OF DONORS TO THE FOUNDATION

RELATED POLICY:

Library Advisory Board "Policy for Recognizing and Identifying Donors to the Broward County Library System" applies to Foundation donors and establishes the library system procedure required for approval of plaques and other methods of identifying significant donors, to ensure that esthetics and fairness are used throughout the library system. This policy requires approval by the Library Advisory Board and County Library Director of all identification and recognition markers.

Library Advisory Board: Policies for Recognition of Donors to the Foundation:

Purpose:

The purpose of this policy is to establish a procedure whereby significant donors can be suitably recognized, and to ensure that esthetics and fairness are used for donor-identification throughout the library system.

Policy:

It is the policy of the Broward County Library System not only to encourage donations from the private sector, but also to allow some permanent recognition of significant donations where appropriate. Donations may be money, securities, real or personal property, or in special cases, personal service. Nothing in this policy is to be construed as inflexible, since the future may present new opportunities for donor recognition which cannot be foreseen.

Format:

To ensure harmony and good taste, the format for any permanent plaques, nameplates, inscriptions or other recognitions shall be approved by the County Library Director with due consideration for the architectural style of each library and for unity throughout the library system.

Procedure for Policy Implementation:

Procedure for Approval:

1. Proposals for recognition and identification of donors first should be presented to the Donor Recognition Committee of the Broward County Library Advisory Board.
2. This committee will present each proposal, with committee recommendations, to the Library Advisory Board.
3. The Library Advisory Board will make a recommendation to the County Library Director, who will be the final arbiter, except that the naming of major facilities may be presented to the Board of County Commissioners, if required by the circumstances.
4. The County Library Director and designated staff are the final arbiters, concerning the acceptance of gifts, and donations, as outlined in the Broward County Policy for Donations.

Broward Public Library Foundation:

This policy recognizes that the Broward Public Library Foundation and its Executive Director will be producers of major gifts, but that other gifts will come directly to the libraries and through the Friends of the Library organizations. It is understood that the Foundation will negotiate for gifts with the approval of the County Library Director, and will adhere to this procedure for securing approval for identifying donors. The following donor categories are approved in this policy.

1. Founders - a gift of $10,000 or more at one time, or amortized over up to 10 years will be recognized by a bronze plaque and inclusion on a special Founders Plaque.
2. Other categories of permanent or temporary donor identification may be established by following the procedures in this policy, and the approval of each donor's name in these categories is not required.

Naming of Rooms, Departments, Locations and Physical Facilities:

These proposals will be handled individually according to the procedures established here for approval, with the criteria being fairness, esthetics and harmony.

Naming of Donated Collections:

These proposals will be approved by the Director based upon acceptance by the appropriate staff representative and do not need approval of the Library Advisory Board.

Bookplates and Book Endowments:

The identification of these donors is the responsibility of the System Director and staff and will be handled according to procedures established by the system.

- End Related Policy -

APPROVED PLAQUES:

The following identifications have been approved under the related policy:

- Charter Founders Wall Plaque - limited to those who contributed $10,000 or more within the period of one year from date of dedication of Main Library, April 29, 1984.
- Founders Plaque - one plaque for each Founder, placed in a location approved by the Library Administration and donor.

Additional categories of plaques or markers may be established by the Foundation Board, upon recommendation of the Executive Committee. The Library Advisory Board policy will then be followed prior to final action.

NAMING OF ROOMS, DEPARTMENTS, LOCATIONS AND PHYSICAL FACILITIES:

Such proposals will be handled individually by the Foundation Board upon recommendation of the Executive Committee and approval of the County Library Director. The Library Advisory Board policy will then be followed to secure approval prior to final action.

NAMING OF DONATED COLLECTIONS:

Such proposals will be approved by the Foundation Board of Directors upon approval of the County Library Director. They do not require approval of the Library Advisory Board.

BOOKPLATE AND BOOK ENDOWMENTS:

Such proposals will be approved by the County Library Director and/or appropriate staff, upon recommendation of the Executive Committee and the Library Foundation Board.

ORGANIZATION AND PURPOSE OF THE CHICAGO PUBLIC LIBRARY FOUNDATION

March 1990

In March, 1985, The Chicago Public Library Board of Directors identified a ten-point strategy designed to develop The Chicago Public Library to its fullest potential as a local and national resource. One of this strategy's key points was

- TO DESIGN AND INITIATE A NATIONAL FUND-RAISING CAMPAIGN

As a result of the adoption of this strategy, the Library Board engaged fund-raising counsel to conduct a preliminary analysis of the Chicago philanthropic community and determine the Library's potential for private sector support. By spring of 1986, it became clear that before significant philanthropic commitments would be made to the Library, a separate, private foundation needed to be created to hold and administer philanthropic funds. Fund-raising counsel recommended that an organization similar in concept to the Lincoln Park Zoological Society be established immediately to support The Chicago Public Library and by late summer 1986, significant progress had been made toward establishing The Chicago Public Library Foundation.

Articles of incorporation were filed with the State of Illinois enabling the new foundation to be officially incorporated on August 6, 1986. The original incorporators were careful to identify the Foundation as a private sector foundation, independent of The Chicago Public Library, and to stipulate that Foundation funds would not be used to meet library needs that are the responsibility of the City or State.

continued

On November 21, 1986, The Chicago Public Library Foundation held its first meeting of the Board of Directors and approved operating goals which had been established in three general areas:

- To develop a public/private partnership on behalf of The Chicago Public Library
- To establish endowed and expendable funds raised from private sources and managed by the Foundation
- To enhance the Library's image and increase usership

During 1987, the Foundation's first year of active fund raising, major strides were made in obtaining private sector support with the receipt of two substantial leadership gifts in the form of challenge grants totaling $2,250,000. The first pledge, from the John D. and Catherine T. MacArthur Foundation for $1.2 million, was to establish the endowment of The Chicago Public Library Foundation and the endowment of The MacArthur Foundation Acquisition Fund; the second was a $1.0 million pledge from The Pritzker Foundation. These two grants formed a strong base upon which the Foundation could build support. Also, at the request of the Library Board of Directors, the Foundation agreed to accept transfer from the Library of the National Endowment for the Humanities Challenge Grant of $1.0 million.

continued

The Pritzker Foundation gift was subject to the execution of a Cooperation Agreement between the Foundation and the City of Chicago providing for proper and continued support by the City of ordinary operations, maintenance, and materials acquisition expenses of the Library, and the agreement that Foundation resources would be devoted solely to augmenting the resources and services of the Library for which funds were not otherwise provided. This resulted in a draft cooperation agreement submitted to the City of Chicago in 1987 and passed as a City Ordinance by the Chicago City Council in February 1989.

The Foundation recognized that fund-raising goals and allocations should be based on a comprehensive Library needs assessment and moved to raise funds to sponsor such an assessment under Chicago Public Library Foundation auspices, which would be conducted by an outside consultant with expertise in large library systems. In November 1987, The Foundation received a $100,000 grant from The Chicago Community Trust to conduct a Priorities Needs Assessment Study which would identify, describe, and project needed funds for Library services of system-wide impact over the next five years. The Carroll Group, Inc., a Chicago-based management consulting firm with extensive library consulting experience, was hired to conduct the study. The results of this completed study are now being used to form the basis of a major $20 million fund-raising campaign "The Campaign for Knowledge" which was launched on November 30, 1989.

continued

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The Chicago Public Library Foundation is organized to perform its functions as a free-standing, autonomous organization, yet dedicated to enhancing The Chicago Public Library and working in a cooperative fashion with the Library. The structure of the Foundation was carefully developed so as to achieve this balance. The Foundation has been given a tax-exempt status by the Internal Revenue Service that means it is similar in structure and purpose to thousands of other not-for-profit organizations around the country.

Grants

Grants from The Chicago Public Library Foundation to The Chicago Public Library are in two basic forms: 1) donor specified and 2) Chicago Public Library Foundation specified.

Donor specified grants come to the Foundation with restrictions attached by the donor as to use of the monies. In accepting such grants, the Foundation must be certain that the Library agrees with the Foundation on the wisdom and feasibility of the restrictions. This consensus is built in from the beginning since the Library generally participates with the Foundation in requesting grants.

continued

Chicago Public Library Foundation specified grants to the Library originate in several ways. Beginning in 1990, on an annual basis, the Foundation will prepare a budget based on estimated funds available from all sources for grant expenditures. This budget will also indicate restrictions, if any, such as support of the humanities, support of branch libraries, support of Central Library, etc. The budget planning cycle commences during the spring of each year and consists initially of meetings between the Foundation staff and Library Commissioner and staff of the Library. At these meetings, the Foundation asks the Commissioner for recommended priority uses of such monies in the Library's next fiscal year beginning January 1. The recently completed Needs Assessment is an important guide in these discussions. Following agreement between the Foundation and the Commissioner, the Commissioner is asked to submit a brief written request asking the Foundation Board to obligate funds for payment in the Foundation's next fiscal year, January 1. This funding request is then considered by the Foundation's Allocation Committee, and finally approved by the full Foundation Board.

The Foundation has currently approved grants to The Chicago Public Library for 1990 totaling $100,000. This money will be used to purchase materials in the humanities for the branches and Central Library. Areas in the humanities that will be strengthened are those identified as having high priority needs in the Needs Assessment Study.

continued

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Some of the exciting and worthwhile grants that have already been made to the Library through the Foundation include:

- a $700,000 grant from the Hermon Dunlap and Ellen Thorne Smith Fund of The Chicago Community Trust to establish "NATURECONNECTIONS" a unique collection of natural history materials for children, to be housed in the Thomas Hughes Children's Library of the Central Library and in 42 neighborhood branches. This project is the culmination of cooperative planning among Library staff and the staffs of a number of public and private cultural and scientific institutions, including the Field Museum of Natural History, the Lincoln Park Zoo, the Shedd Aquarium, to name a few. This will be one of the most innovative Library natural history programs in the country.

To celebrate 1989 as the Year of the Young Reader, Field Publications presented to the Library through the Foundation, a gift of over 10,000 children's, young adult, and adult books. This generous donation made possible a collection of over 100 new titles for each agency of the Library, including all 84 branches, two regional libraries and the Central Library.

continued

The Foundation also made a $25,000 grant to buy healthcare books for 24 branch libraries identified as having the greatest need for this type of material; a $15,000 grant to support the Chicago Theatre Archives in the Special Collections Division; and grants to support the Library's bookmobile collections and stock it with children's and young adult books. The bookmobile is used to provide temporary library service to neighborhoods where branch libraries have been closed for renovation or new construction.

Although a young organization, The Chicago Public Library Foundation has already had a positive impact on the services and collections of The Chicago Public Library and with the continued enthusiastic support of the people of Chicago, it will enhance library service for many years to come.

* * * * * *

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DAVIS, BARNHILL & GALLAND, P.C.
ATTORNEYS AND COUNSELORS

STEPHEN A. ALLISON
CHARLES BARNHILL, JR.*
FAY CLAYTON
ALLISON S. DAVIS
GEORGE F. GALLAND, JR.
TERRI FINESMITH HORWICH
MARK S. KENDE
PAUL L. STRAUSS
LAURA E. TILLY

OF COUNSEL
PETER C. B. BYNOE
SARAH E. SISKIND**

*ALSO ADMITTED IN WISCONSIN
**ADMITTED IN NEW YORK, FLORIDA AND WISCONSIN

14 WEST ERIE STREET
CHICAGO, ILLINOIS 60610
(312) 751-1170
TELECOPIER: (312) 751-0438

WISCONSIN OFFICE
SUITE 804 TENNEY PLAZ
3 SOUTH PINCKNEY
MADISON, WISCONSIN 53703
(608) 255-5200
TELECOPIER (608) 255-53

February 22, 1989

VIA MESSENGER

Ms. Margaret Davis
Charles Feldstein & Company
135 South LaSalle Street
Chicago, Illinois 60603

Re: Chicago Public Library Foundation
Certified Ordinance

Dear Ms. Davis:

As we discussed this afternoon, enclosed please find a certified copy of the CPLF Ordinance adopted by the City Council on February 1, 1989.

I will forward one of the same to Cindy Pritzker and Julian Levy as soon as I receive additional copies.

Very truly yours,

Stephen A. Allison

SAA:nf

cc: Ms. Cindy Pritzker
Mr. Julian Levy
Mr. James Feldstein
Allison S. Davis, Esq.

ORDINANCE

WHEREAS, the Board of Trustees of the Chicago Public Library (the "Board") is charged with the responsibility of supporting and maintaining the Chicago Public Library (the "Library") for the purpose of meeting the research, information, recreation and cultural needs of all residents of the City of Chicago (the "City") by providing them with information in a variety of formats, exhibits, services and programs; and

WHEREAS, the Board has facilitated the organization of the Chicago Public Library Foundation (the "Foundation") for the purpose of soliciting contributions and funding for the Library from individuals, foundations and corporations ("Private Funds" or "Private Funding") in an effort to create a substantial permanent endowment and to provide additional funding for the Library; and

WHEREAS, the Foundation's fundraising efforts are designed to supplement the efforts of the City and the Board to secure from the public and private sectors, monies to fund other ongoing Library activities and acquisitions and related financial needs ("Public Funds" or "Public Funding"); and

WHEREAS, the goal of the Foundation is to raise Private Funds to complement and augment Public Funding in a cooperative effort to support, enrich and enhance the Library; and

WHEREAS, the Library will benefit from the Foundation's cooperative efforts to correspondingly raise Private Funding

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levels in order to assist the Library in attaining its goals and objectives of quality services; and

WHEREAS, the Library depends on the long-term, continued and increasing commitment of the City, as the bearer of a great public trust, to provide Public Funds for the Library, such Public Funding being enhanced by the philanthropic commitment on the part of individuals, corporations and foundations ("Foundation Contributors") to provide Private Funding for the Library; and

WHEREAS, the success of Foundation efforts to raise Private Funds is contingent upon and facilitated by (i) establishing and maintaining an independent private-sector organization such as the Foundation, (ii) private-sector donors being assured that their gifts will not be offset by corresponding reductions in Public Funding, and (iii) some form of public acknowledgements of gifts and contributions, as memorialized by a plaque, book plates and the like; and

WHEREAS, as a condition precedent to a $1,000,000 donation from the Pritzker Foundation, pursuant to a grant letter dated March 25, 1987 (the "Pritzker Letter"), and consistent with the intent of the $1,250,000 donation from the John D. and Catherine T. MacArthur Foundation, it is appropriate and in the best interests of the City that the City demonstrate its commitment that Private Funding provided by the Foundation is to be devoted exclusively to developing and augmenting the resources and services of the Library not otherwise heretofore provided; and

WHEREAS, in order for the Foundation to be successful and effective in its fundraising efforts and to achieve its articulated goals, the City and the State of Illinois (the "State") must commit to be integrally involved throughout the process.

NOW, THEREFORE, be it ordained by the City Council of the City of Chicago:

1. Private Funding contributed by the Foundation for the benefit of the Library will be considered as an additional, not an alternative source of revenue for the Library and increased Private Funding will not be the basis or justification for offsetting reductions in Public Funding by the City.

2. There should not be included in any ordinance proposed to the City Council, including without limitation any proposed annual appropriation ordinance or any ordinance authorizing the sale of bonds, a recommendation proposing a reduction from amounts which would otherwise be included therein because of Private Funding raised or expected to be raised by the Foundation.

3. The City will use its best efforts to cooperate and assist the Foundation in its efforts to solicit Private Funding and to cause the State of Illinois to commit to continued funding and support of the Library.

4. The City will cooperate with and assist the Foundation's Staff and Allocations Committee in efforts to

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develop a specific spending agenda (the "Spending Agenda") for Private Funds. The Private Funds given to the Library will be use-restricted and targeted for programs the Foundation has identified pursuant to the Spending Agenda, within the time frames specified therein.

5. This ordinance shall be in full force and effect from and after its passage.

RULES OF PROCEDURE
EWING KAUFFMAN BOOK FUND ADVISORY COMMITTEE
A COMPONENT FUND OF THE
GREATER KANSAS CITY COMMUNITY FOUNDATION

I. Purpose of the Fund. The Ewing Kauffman Book Fund has been established as a component fund within the Geater Kansas City Community Foundation and, as such, operates under the By-Laws, Policies and Procedures of the Community Foundation. Annual income from the Fund will be distributed to the Kansas City Public Library or its legal successors. A portion of this Fund will be designated to benefit the Humanities collection and Humanities programming at the Library. It will consist of funds from area donors (up to $750,000) which will serve as matching funds for a proposed challenge grant from the National Endowment for the Humanities ($250,000) to be held by the Library. Other future gifts may be assigned to this Humanities Fund, but these initial gifts up to the required matching amount will be designated pursuant to the NEH grant application submitted by Kansas City Public Library in 1991. Earnings from the balance of the Fund (that amount in excess of the funds designated for Humanities) shall be used for the general purchase of library books and materials as proposed by the Library. Should the aforementioned NEH application be unsuccessful, the Humanities designation will be null and void, and such funds shall be directed to the general use of the Kansas City Public Library for the purchase of library books and materials. Earnings from the Fund are intended to enhance the Library collection and such funds shall not be used to replace or reduce the Library's commitment of funds to purchase library materials. The Library shall provide an annual accounting of the use of the funds to the Community Foundation through the Advisory Committee, and to NEH per the terms of any grant award.

II. Membership. The Advisory Committee shall consist of seven (7) members. The initial committee shall consist of four (4) members selected by the initial donors to the Fund and three (3) ex officio members representing the Library. Ex officio members shall be the President and Treasurer of the Library Board of Trustees, the Library Director, or their designees. All seven (7) members of the Advisory Committee, as approved by the Chairman of the Board of Directors of the Greater Kansas City Community Foundation, shall be full voting members of the Committee.

III. Vacancies. In case of the death, resignation or disqualification of one or more of the non-ex officio members, a majority of the remaining members shall recommend to the Chairman of the Board of Directors of the Community Foundation a member or members to fill such vacancy or vacancies.

IV. Liaison to the Community Foundation. One member of the Advisory Committee shall also be a member of the Board of Directors of the Community Foundation and serve as Liaison to the Community Foundation. In the event that none of the Advisory Committee members simultaneously holds a seat on the Board of Directors of the Community Foundation, then an eighth (8th) member of the Advisory Committee shall be appointed by the Greater Kansas City Community Foundation. Such a member shall be ex officio and non-voting.

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V. Powers and Duties. The Advisory Committee shall monitor and supervise the Ewing Kauffman Book Fund (the "Fund") consistent with the purpose of the Fund and shall recommend to the Board of Directors of the Community Foundation such actions as it deems appropriate. Among its duties, the Committee will recommend the grants and disbursements, monitor such disbursements and receive evaluation reports, and recommend investments, including the appointment of a bank trustee, as appropriate.

VI. Officers. The Committee shall elect at each annual meeting a chairperson from among its members who shall preside at meetings. The chairperson will be the person responsible for notifying the Community Foundation of the decisions of the Committee. The Committee may also elect a vice-chair, secretary/recorder, or other officers as it deems appropriate.

VII. Meetings. An annual meeting shall be held for the election of the chairperson and to conduct other business during the month of September or as soon thereafter as possible. Other meetings may be held at the call of the chairperson. Unless notice is waived by the members, written notice shall be sent at least five (5) days prior to the meeting to the business address of each member. There shall be a quorum of at least four (4) members in attendance to conduct business of the Committee.

VIII. Policies for Disbursements. The Ewing Kauffman Book Fund, as expressed in its statement of purpose above, is to serve as an endowment for the Kansas City Public Library and as such it is anticipated that all checks issued from the fund will be payable to the Library. Grants or distributions of annual earnings from the Fund shall be made to the Library based upon recommendations for specific projects or programs presented to the Advisory Committee by the Library Director at the Committee's annual meeting. As appropriate, the Committee may reinvest a portion of the annual earnings to assist in the development of the Fund.

IX. Preservation of Principal. In establishing the Fund it is the intent that it be an endowment and that the principal not be invaded. In the event of extraordinary circumstances, however, the principal of the fund may be invaded by a two-thirds (2/3) vote of the entire Advisory Committee at two (2) consecutive meetings. Principal is defined as the amount of money contributed to the fund and does not include unspent earnings.

X. Additional Contributions to the Fund. Contributions to the Fund are to be made payable to the Ewing Kauffman Book Fund of the Greater Kansas City Community Foundation and mailed to the Greater Kansas City Community Foundation, 1055 Broadway, Suite 130, Kansas City, Missouri 64105 or such other address as shall be approved by the Greater Kansas City Community Foundation in writing. Contributions will be requested to be made on an unrestricted basis in terms substantially similar with those set forth for the creation of the Fund. Restricted funds will be received by the Ewing Kauffman Book Fund only upon prior approval by the Advisory Committee and the Greater Kansas City Community Foundation.

XI. Investments. Investments of the Ewing Kauffman Book Fund shall be in instruments which provide the maximum earnings and growth while insuring the relative safety of the principal of the Fund.

XII. Miscellaneous. Matters not addressed by these procedures may be determined by a majority vote of members attending a duly called meeting. In the absence of such a vote, procedural matters will be governed by the operating rules contained in the By-laws of the Community Foundation.

Adopted this 23rd day of September, 1991.

The Advisory Committee of the
Ewing Kauffman Book Fund

By
Secretary/Recorder

A committee consisting of three to five appropriate staff members will report its evaluation and any recommended action to the Library Director. Within 30 days after receipt of the reconsideration request, the Library Director will inform the complainant of the results of the committee's evaluation and any action which will be taken by the library. In the event of an appeal of the decision of the Library Director by the complainant, the Library Board will serve as the final arbiter.

Administrative Procedure 209.01 (Adopted 6-84)

210 LEVEL OF EXPENDITURES FOR MATERIALS

As a matter of policy, the Board of Trustees shall annually commit a minimum of 15% of the Library's operating budget (exclusive of capital commitments or expenditures) for the purchase of library materials.

Board Policy 210 (Adopted 2-91)

211 GIFTS, GRANTS OR ENDOWMENT EARNINGS AS ENHANCEMENT FUNDS FOR MATERIALS

Any additional funds received during the year as gifts, grants, endowment earnings, etc. shall be considered as enhancement funds and such funds shall not be used to replace or reduce the minimum commitment for Library materials.

Board Policy 211 (Adopted 2-91)

Groups wishing to use the meeting rooms before or after regular library hours may make special arrangements with library staff with the following understanding:

a. There will be a $10 per hour charge assessed to the requesting group for each hour (or portion thereof) outside of normal operating hours.

b. The request should be made as far in advance as possible to enable the site staff person in charge that particular morning or evening to make site-specific arrangements as needed.

Administrative Procedure 608.05 (Adopted 10-92)

608.06 DISPLAYS AND EXHIBITS

Display cases and areas within the Library will be available to promote both community and Library related interests. Branch managers are responsible for coordinating displays at their locations; the Main Associate Director or designee will coordinate displays at Main except for the entrance windows, which will be scheduled by the Marketing Department. Displays will usually be housed for one month. Major exhibits will be scheduled and programmed through the Marketing Department's Program Services Officer at sites throughout the system with the approval of the site supervisor.

Administrative Procedure 608.06 (Adopted 10-92)

608.07 COMPLEMENTARY PROGRAMMING

Complementary programming should be planned by all locations to support and publicize major exhibits scheduled by the Marketing Department. When possible, programs and exhibits should incorporate community groups for support and expanded library market potential; partnerships with such organizations are highly desirable goals for all sites.

Administrative Procedure 608.07 (Adopted 10-92)

611 GIFTS AND GRANTS TO THE LIBRARY DISTRICT

The Board of Trustees actively encourages and solicits gifts, grants and contributions to the Library which will further its mission and goals in serving the public.

Board Policy 611 (Adopted 5-90)

612 FUND RAISING/DEVELOPMENT

The Library Director shall be responsible for working with the Board, the Staff and the community to establish formal channels for soliciting and receiving gifts and grants as part of an on-going development program.

Board Policy 612 (Adopted 5-90)

612.01 DONOR RECOGNITION OPPORTUNITIES

As part of its on-going fund raising and development program, the Library will offer donor recognition opportunities which will include options for commemorative naming of facilities, areas within facilities, equipment and furnishings, collections, named endowments or funds, etc. In consultation with the Board of Trustees, the Library Director will establish and periodically update a listing of such donor recognition opportunities. General guidelines are as follows:

1. Donor Recognition Through Named Facilities or Areas Within Facilities. Policies, procedures and guidelines for this option are detailed in Sections 418-419 of the Policy and Procedure Manual.

2. Named Collections or Departments. At the discretion of the Board of Trustees and upon the recommendation and advice of the Library Director and staff, an existing department or collection may be named as designated by a donor for a contribution to the Library's endowment fund that will provide earnings equivalent to: half of a department's current operating budget; or half of the current annual acquisitions budget for a specific collection. The minimum contribution for a named collection will be $100,000.

3. Commemorative Equipment or Furnishings. Commemorative options for the purchase of equipment, shelving, furniture, fixtures, etc. are available to donors for 100% of the actual cost. In the event that such items have already been purchased out of Library funds, a contribution of an equivalent amount of the Library endowment will earn the donor the desired commemorative opportunity.

4. Named Endowment Funds. For a minimum endowment contribution of $10,000, a commemorative fund will be established within the Library's endowment with annual earnings from the fund used to benefit a specific collection, program or facility as designated by the donor. Such designations, however, must be consistent with the current or anticipated collections, programs or projects as established by the Library.

5. Endowment Plaque. Endowment gifts of $2,500 or more will be acknowledged on a perpetual plaque which will hang at the Main Library. If such gift is made in the name of a group, husband and wife, or a family, that name may be used in lieu of an individual citation. Multiple individual names, however, require gifts of $2,500 each for such inscribed acknowledgement.

6. Memorials. Memorial gifts will be accepted and acknowledgement cards sent to the surviving family member specified by the donor. When memorial contributions honoring an individual reach an aggregate amount of $500 or more, the name of that individual will be inscribed on a Memorial Plaque which will hang at the Main Library.

Administrative Procedure 612.01 (Adopted 2-91)

613 GIFT AND GRANT FUNDS HELD BY THE LIBRARY DISTRICT

The Board of Trustees of the Kansas City Public Library District intends to accept and receive designated funds from donors only to the extent that it is appropriate, practical and

in the best interests of the Library to accomplish the donors intentions. If, over time, the intent of the donor for the earnings from any fund or the corpus of any funds or property held by the Library, becomes obsolete, impractical or inappropriate, the Board of Trustees reserves the right to redirect earnings or to redesignate the corpus in a manner consistent with the needs of the Library. (Ref: 182.705 (10) RSMo)

Board Policy 613 (Adopted 2-91)

Our Mission

Great cities deserve great libraries—libraries with access to comprehensive services and information that guarantee the quality of life for both today and tomorrow.

In Oklahoma County, information needs have outpaced what the Metropolitan Library System can fund with its traditional tax revenue sources. The Metropolitan Library System Endowment Trust seeks to close the gap between available resources and those required to make a good library system great. By seeking increases in financial gift support, the trust helps the Metropolitan Library System bring more information services to the people of Oklahoma County.

[redacted]

Endowment Goals And The Road To Reaching Them

GOAL: To create partnerships with the community of commerce so that businesses and nonprofit organizations may have access to information that will increase their competitive edge and thereby foster an economically stronger Oklahoma County.

● Increase the Downtown Library's materials and services in the areas of business, finance, industry and commerce. Gifts will fund the cost for books, directories, periodicals and data base services; the library system will underwrite staffing.	$92,000 annually

GOAL: To provide through the library specialized materials, services and broadened access that citizens require to enhance the quality of life during their senior years.

● Increase from 135 to 150 the number of library deposit collections in nursing homes, retirement apartments and senior centers.	$13,200 annually
● Expand by 10 percent the library's Books-By-Mail program.	$4,600 annually
● Purchase 650 additional large print books.	$7,000 annually
	Annual total: $24,800

GOAL: To make the library's collection and services accessible and relevant for customers with special interests and needs.

● Increase services, materials, classes (adult literacy, English as a Second Language, GED) and equipment (to aid the visually or hearing impaired) for library users.	$4,200 annually
● Expand adult programming to include more individualized branch library programs for adults on continuing education topics.	$2,200 annually
	Annual total: $6,400

GOAL: To improve and expand the knowledge and enjoyment available in the library to the community's children.

● Increase by 5 percent the number of pre-school children participating in storytimes and other programs.	$5,500 annually
● Increase by 10 percent the number of pre-school children and grade school students participating in the Summer Reading Program.	$15,000 annually
● Initiate programs and contacts with public and private schools to teach library usage and basic research skills.	$35,000 annually
	Annual Total: $55,500

Annual grand total: $178,700

An endowment base of approximately $3 million is needed to generate $178,700.

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PROPOSED
ENDOWMENT DESIGNATED FUNDS

1. Undesignated (Library Materials Collection)
   - possibly children's materials
2. Senior Services
3. Adult Literacy

Designated Subject Collection Categories

1. Business Topics
   - computers
   - economics
   - business
   - careers
   - job training
   - urban planning
2. Science/Medical
3. Arts
4. Literature/language/history
5. Current events
6. Fiction (award-winning or multiples on demand)
7. Religion/philosophy

If a contribution is designated for a specific subject area of the collection, the money would be accepted with the following condition: once the material needs for the designated subject area of the collection have been met, the designated contribution may be used to enhance other areas of the collection.

FRIENDS
of the Davenport Public Library
321 Main Street • Davenport, Iowa 52801

10TH ANNIVERSARY 1983 1993
TEN YEARS
FRIENDS OF THE DAVENPORT PUBLIC LIBRARY

The FRIENDS of the Davenport Public Library is a 501(c)(3) organization. Its purpose is to provide enhancement funds to the Davenport Public Library's programs and projects.

The funds donated by this organization are in no way a replacement for or substitute to the obligation of the city to support the public library from its General Fund Budget.

All capital campaigns are launched with this understanding.

9/17/93

Draft Spending Policy for Denver Public Library Friends Foundation.

By law and tradition, the Denver Public Library is a public institution funded by City and State government.

The Denver Public Library entrusts to the Denver Public Library Friends Foundation all private funds given to the Library and all funds raised by the Denver Public Library Friends Foundation to benefit the Library. The Denver Public Library Friends Foundation accepts this trust and adopts this policy statement to give guidance to the Board of the Denver Public Library Friends Foundation, the Denver Public Library Commission, and the Denver Public Library staff in planning and carrying out the expenditure of funds raised by or entrusted to the Denver Public Library Friends Foundation.

- Denver Public Library Friends Foundation funds shall be appropriated and expended as determined by the board of trustees, in consultation with the Library Commission and the City Librarian.

- Restricted endowment funds and special use funds shall be spent in accordance with donor restrictions.

- Denver Public Library Friends Foundation general fund and unrestricted endowment funds shall be appropriated and expended for two purposes:

1. Denver Public Library Friends Foundation programs and operations supporting the common goals of the Library and the Denver Public Library Friends Foundation.

2. Direct assistance to the Library for non-tax-supported work, which may supplement or enhance, but not replace, tax-funded programs.

Adopted November 29, 1990

Resolution of
Denver Public Library Friends Foundation

Resolved that the DPLFF's Investment and Spending Policy be modified as follows:

> Spending of the endowment funds shall not exceed the total return on endowment funds for any year minus the amount of inflation as measured by the Consumer Price Index in the same year, provided that a minimum annual spending of 3% of the beginning endowment fund balance shall be permitted regardless of the level of net endowment earnings for the year. Total return is defined as income and capital gains during the year divided by endowment balance at the beginning of the year. Spending for any year shall be based on the actual endowment earnings and inflation results of the prior year. A cumulative accounting shall be maintained from January 1, 1990 by the Finance Committee . If the endowment earnings net of inflation for any year shall exceed 3%, such excess may only be spent if any cumulative deficit is first eliminated. Due to the fact that any deficit exists only as a result of board policy and is not an actual liability of the DPLFF, any cumulative deficit shall not be recorded on the DPLFF financial statements.

August 31, 1987

DENVER PUBLIC LIBRARY FRIENDS FOUNDATION
Finance and Investment Committee
POLICIES FOR INVESTMENT MANAGEMENT

I. Organizational Polices

Investment Management

1. All monies will be held either in two investment pools to be managed by the Investment Committee or the operating Cash Account to be managed by the Treasurer.

2. All investable monies will be held in two Pools as follows:
   - Local Depository Pool- contains monies to be invested for local donor relationships (not to exceed 25% of Foundation assets).
   - Investment Pool - contains all other investable funds.

3. The various individual Funds will be identified separately for accounting purposes, however all monies within the Investment Pool and the Local Depository Pool will be co-mingled for investment purposes.

4. Unit Share Values will be maintained within each Pool to facilitate identification of ownership by each Fund in the Pools. Total return for each Pool will accrue to each unit share.

5. The Local Depository Pool will be maintained and managed by the Investment Committee of the Foundation. The Investment Pool may be managed by outside professional money managers as directed by the Investment Committee.

6. The Local Depository Pool will be managed by the Investment Committee for purposes of local donor relationship as well as income.

7. A total return approach will be used for evaluating the performance of the Investment Pool.

Accounting Management

8. For each Fund, a single balance will be maintained combining principal and income.

9. For the Endowment and NEH Funds, all income generated and not spent will be treated as reinvested in those Funds. For all other Funds, income generated will be assigned to the General Fund.

10. Any investment management custodial and accounting fees, whether performed by outsiders or the Friends Foundation, will be allocated as incurred directly to all Funds.

II. Guidelines for Management of the Investment Pool

General

1. Investments shall be sufficiently diversified to ensure that adverse or unexpected results from one security or class of security will not have an undue adverse effect on the portfolio as a whole.

2. Equities (common and preferred stocks and convertible debt obligations) may comprise up to 65% of the total Pool, with the remainder in short- or long-term fixed income obligations.

3. The Friends Foundation will provide the Investment Manager with forecasts of cash disbursements as needed.

4. Investments may be held which do not comply with the following guidelines when donors instruct the Friend's Foundation not to sell their gifted security.

5. For investments in mutual funds, at least 95% of its assets will comply with the respective guidelines.

Equity investments

6. Securities of no single issuer may exceed 10% of the total equity portion of the Pool, and no industry group shall account for more than 25%.

7. Equity investments shall be restricted to companies traded on the New York and American Stock Exchnages, or quoted on the National Market System of NASDAQ and mutual funds.

8. Options and/or financial futures may be used for purposes of risk reduction or revenue enhancement, but no speculation in such instruments shall be permitted.

Fixed income investments

9. Fixed income securities shall be restricted to debt obligations of U.S. corporations with ratings of Baa (Moody's) or BBB (S&P) or better and debt obligations of the U.S. Government, or U.S. Government Agencies.

10. Obligations of the U.S. Government or U.S. Government Agencies may be held in any amount.

11. No more than 50% of the fixed-income portfolio shall be invested at any one time in the general investment sectors of industrial, telephone and utility, or financial institutions securities. Securities of no single issuer shall represent more than 10% of the fixed income portfolio.

12. The fixed-income portfolio shall be diversified as to maturities and not more than 20% of the fixed-income portfolio may have a final
422 maturity of more than 15 years.

Cash and equivalents

13. Cash and equivalents may include commercial paper (rated P1 or A1), treasury bills and equivalents issued by U.S. Government Agencies, repurchase agreements secured as to principal and interest, money market funds and certificates of deposit of any U.S. commercial bank with total assets of more than $1 billion and certain other Colorado financial institutions which have been approved by the Investment Committee.

14. The maximum amount invested in any one issuer of short-term securities described under paragraph 11 above shall not exceed 25% of the total cash and equivalents portion of the Pool. In addition, for the Local Depository Pool, investments in any one financial institution may not exceed insured amounts.

Total Pool performance

15. Pool performance will be calculated after transactions costs but before deduction of management fees.

16. The minimum over-all performance goal of each Pool shall be (six) 6 percentage points greater than the Consumer Price Index, measured over a three-year period.

17. The maximum risk exposure of the Pool will be a 10% negative total return during any three month period.

18. Performance shall be measured against:
    - an unmanaged market index of 50% S & P 500 stocks, and 50% Shearson Lehman Government/corporate bonds.
    - a managed universe of 50% median stock performance and 50% median bond manager performance as ranked by SEI.

Equity performance

19. Equity performance will be measured against:
    - the S&P 500 Index
    - a managed universe of 50% median stock performance as ranked by SEI.

20. Performance will be reviewed for the following periods:
    - 3 months, 6 months, 1 year, 3 year and 5 year
    - Up markets
    - Down markets

Fixed-income performance

21. Fixed-income performance will be measured against:
    - the Shearson Lehman Government/Corporate Index
    - a managed universe of 50% median bond performances ranked by SEI

22. Performance will be reviewed in the same periods as equity.

III. Investment Funds Spending Policies

At the beginning of each year the Board of Trustees shall solicit proposed spending plans from the committees of the Foundation and the City Librarian for the purpose of the coming year's expenditures and for the guidance of investment management.

1. Spending from the Endowment Funds shall be at the discretion of the Board of Trustees, according to the purposes for which the Funds were established, subject to the following limitations:

   - Sufficient monies will be retained in each Endowment Fund to permit its book value to increase, over a 3 year moving period, at a rate equal to the Consumer Price Index.

   - At no time shall the book value of any of these Endowment Funds be allowed to go below their 12/31/86 principal balances (per Schedule A, attached). For subsequently created Endowment Funds the book value will not be allowed to go below initial principal value unless otherwise directed by the donor.

2. Spending from the NEH and Special Purpose Funds will be at the discretion of the Library Commission, the City Librarian or the Board of Trustees as appropriate, without limitation as to amount.

3. Spending from the General Fund shall be at the discretion of the Board of Trustees without limitation as to amount and may be delegated by the Board of Trustees to the Treasurer.

IV. Duties of the Finance & Investment Committee

1. From time to time, formulate and present to the Borad of Trustees for approval appropriate guidelines for the management and investment of Foundation monies.

2. Manage, or hire professional management for, the investments of the Foundation, and review and appraise investment management performance at least quarterly.

3. Annually, review the budgets and spending plans of the Library and the Foundation, as they relate to funds for which the Foundation has responsibility, and make certain that investment portfolio composition and income targets are consistent with needs.

4. Make appropriate provision for, and oversee the performance of, the accounting auditing and tax filings of the Foundation.

5. At least quarterly, review the financial results of the Foundation's operations, and report thereon to the Board of Trustees.

6. All policies contained with the Policies For Investment Management will be reviewed from time to time by the Finance & Investment Committee and is subject to change at their discretion.

D R A F T

EUGENE PUBLIC LIBRARY AND NEW REVENUES

Definition and Rationale

In the context of this discussion, the term "new revenue" means money received for services and expenses (on an ongoing basis) from sources **OTHER** than traditional tax support. This could include gifts, grants from foundations and other non-tax supported agencies, sales of products, franchise payments, contracts for service, marketing services and fees. For purposes of this discussion, private fundraising for a new building or major equipment is not included, although smaller equipment replacement or upgrade could be.

The notion that taxes can and will no longer provide full funding for public services is widely accepted, at least currently. Indicators as diverse as passage of Measure 5, the professed willingness of Eugene Decisions respondents to pay fees for at least some City services, the bestseller status of Reinventing Government and the tenor of the discussion at the FY93 Legislature tell us that taxes are not the total answer. For now at least, budgets based on tax revenues will not provide all the public library service Eugeneans want, need and deserve. Eugene Public Library has the choice of lobbying for a larger share of a shrinking pie (not likely to result in ongoing increases), cutting services to fit currently available funds (which has occurred to some extent since FY82), setting priorities and dropping some services and activities (underway, as the Long Range Plan is implemented), looking for efficiencies (the number of items checked out per FTE has increased 35% since 1982) and finding **NEW REVENUE**.

A national study by the Urban Library Council found that, while public libraries throughout the United States are seeking revenue diversification, no more than 5-10% of total operating expenditures are typically raised from non-tax sources. The public library remains a public service, basically publicly-supported. Still, additional funding of 5-10% could be a welcome addition. That would equal the current materials budget.

Properly developed and marketed, new revenue projects can support current and new services, especially new formats and services that could position the Library as a critical change agent/agent of the future for the community. Such projects could bring increased visibility and clout for the Library. Partnerships with other agencies and business could build community support as well as revenue. Cost recovery for some services and rationing demand are other considerations. Most importantly, new revenues can be a step toward independence - no vote is needed, the Library can be proactive and creative.

In a community like Eugene, high quality fundraising and marketing assistance is available from staff and volunteers.

However, new revenue proposals should be carefully planned before implementation. There are risks as well as potential benefits, if the purpose and scope of such proposals are not considered.

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Much would be lost if Eugene Public Library lost its longstanding role as a source of information and assistance for personal development, practical living skills, economic development, political debate and self-expression regardless of a person's views, ethnicity or ability to pay. The public library is a community benefit for an informed citizenry. The public library must include materials and services that may not be popular and would not be commercially sustainable. Intellectual freedom as well as universal access must not be compromised to raise money.

Criteria for New Revenue Proposals

The following criteria are proposed to evaluate and select new revenue proposals.

1. Basic public library service must remain available to all Eugene citizens and taxpayers free of additional charge. Basic public library service is defined as access to the building and collections, checking out all materials available for circulation and reference/reader's advisory assistance.

2. Fees, charges for service or sales of service and products should not result in discrimination or differential service based on the ability to pay. For example, if a bestseller rental program were to be developed, the same titles should be available to check out (albeit possibly on a waiting list) as are on the rental program. Or, if a fee-based research service were to be established, the same materials and information should be available for patrons to consult and use as are used for the clients of the research service (even if proceeds of the fee-based service pays for their purchase).

3. New revenue projects should not add to the existing staff workload. If it's appropriate for library staff to manage or provide the service, the revenue must, at a minimum, cover the costs plus overhead for additional staff hours. Where feasible, revenue projects will be performed by contract or franchise, with someone else doing the work (a small business, contractor, agency, the Friends, etc.). Simplicity of operation is preferred.

4. New revenue projects should be consistent with the Library's mission and roles, especially if performed by staff. If a separate enterprise is operated by someone else, it should reflect favorably on the Library.

5. New revenue projects should be cost-effective, with proceeds proportionate to the effort involved.

6. One-time or short-term funding should be used for one-time or short-term purchases, not ongoing expenses like staff or overhead.

7. New revenue projects should be carefully developed and adequately capitalized, with assistance for business planning and marketing as needed. Training for staff and volunteers may be included. A paid volunteer coordinator may be required.

8. New revenue derived from these projects must benefit the Library and must not result in reduced General Fund appropriation.

9. We would expect revenue from new places and people. This could include nonresidents.

10. Projects that offer creative opportunities for staff and volunteers are preferred.

11. New revenue projects should "make sense" to patrons and enjoy public acceptance (understanding that there may be some resistance simply because an idea is new or unfamiliar). Goodwill and positive public relations may be as important, long-term, as the money. Fun is desirable too.

7/28/93

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CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
LIBRARY MATCHING BOOK FUND	100-7	7/1/83	1 OF 2

BACKGROUND

The City Council established a Library Matching Book Fund in July 1980 to encourage contributions from the community. Other than a general definition of items allowed for purchase from the fund in the appropriation ordinance, no policies, procedures or guidelines were established.

PURPOSE

To create a Library Matching Book Fund, to match donations contributed for the purpose of acquiring library books. Also to formalize procedures for establishment of annual funding levels, types of donations eligible for matching and allowable expenditures of matching funds.

DEFINITIONS

Donation - A contribution of money or cash equivalent to the City for the purchase of library books. Donations include solicited and unsolicited contributions from individuals or organizations as well as proceeds of sales of books or other items by organizations such as Friends of the Library, including discarded books and library material donated to the Friends.

Books - For the purpose of this Council Policy, books are defined as hardcover or paperback books circulated by the library to the public or used for reference in the library.

POLICY

1. Matching Funds - It is the policy of the City Council that there be a matching fund for the library to match funds donated to puchase library books.
2. City Match - The City Council shall set the amount available from the City for matching funds during budget sessions and shall take into consideration previous years donations, increases in the cost of library books, and the General Fund book budget.
3. Eligible Donations - Donations eligible for matching include monies from all sources listed in the definition.
4. Staff Time - Since library staff must work closely with community organizations such as Friends of the Library for the betterment of community libraries, library staff may provide liaison and assist in the book sales, so long as these activities do not interfere with assigned duties.
5. Staff Book Sales - Proceeds from sales of books and library material sold primarily by City staff will be retained by the branch where the sale takes place. These proceeds are not eligible for the City match.

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CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
LIBRARY MATCHING BOOK FUND	100-7	7/1/83	2 OF 2

6. Allocation Within Library

   a. All donations made on behalf of a branch or the Central Library shall be earmarked for that branch or the Central Library.

   b. The City's matching amount shall be distributed as follows: 50% of the amount shall be designated for the branch or Central Library where the donation was received. The remaining 50% of the amount will be placed in a "pool" to be distributed at the discretion of the City Librarian among the fifteen branches which have the lowest General Fund book budget during the current fiscal year.

   c. Every six months the City Librarian will report to the City Council on the disbursement of the "pool" amount.

Adopted by Resolution No. 258642 6/13/83

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

UBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
LIBRARY MATCHING EQUIPMENT FUND	100-8	7/1/83	1 of 2

BACKGROUND

The City Council established a Library Matching Book Fund in July 1980, to encourage contributions from the community. With the demonstration of community support for the matching fund concept, a separate Library Matching Fund for equipment has been proposed.

PURPOSE

To create a separate Library Matching Equipment Fund to match donations contributed for the purpose of acquiring library equipment. Also to formalize procedures for establishment of annual funding levels, types of donations eligible for matching and allowable expenditures of matching funds.

DEFINITIONS

Donation - A contribution of money or cash equivalent to the City for the purchase of library equipment. Donations include solicited or unsolicited contributions from individuals or organizations as well as proceeds of sales of books or other items by organizations such as Friends of the Library, including discarded books and library material donated to the Friends.

Library Equipment - For the purpose of this Council Policy, library equipment is defined as items purchased to assist staff in providing direct library service to the public and includes items such as book trucks, tables, chairs, typewriters, file cabinets, microfilm equipment, display racks and recording equipment.

POLICY

1. Matching Funds - It is the policy of the City Council that there be two separate and distinct matching funds for the Library, one to match funds donated to purchase books and one to match funds donated to purchase library equipment. If possible, at the time a donation is made the donor will be asked to indicated whether the donation is to be spent on books or equipment. Only donations specified for equipment will be placed in the equipment fund. Donations may be earmarked for any specific item, so long as the item falls within the definitions above.

2. City Match - The City Council shall set the amount available from the City for matching funds during budget sessions, and shall take into consideration previous years donations, increases in the cost of library equipment, and the General Fund equipment budget.

3. Eligible Donations - Donations eligible for matching include monies from all sources listed in the definition.

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CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
LIBRARY MATCHING EQUIPMENT FUND	100-8	7/1/83	2 OF 2

4. Staff Time - Since the library staff must work closely with community organizations such as Friends of the Library for the betterment of community libraries, library staff may provide liaison and assist in the book sales, so long as these activities do not interfere with assigned duties.

5. Staff Book Sales - Proceeds from sales of books and library material sold primarily by City staff will be retained by the branch where the sale takes place. These proceeds are not eligible for the City match.

6. Allocation Within Library

   a. All donations made on behalf of a branch or the Central Library shall be earmarked for that branch or the Central Library.

   b. The City's matching amount shall be distributed as follows: 50% of the amount shall be designated for the branch or Central Library where the donation was received. The remaining 50% of the amount will be placed in a "pool" to be distributed at the discretion of the City Librarian on the basis of need.

   c. Every six months the City Librarian will report to the City Council on the disbursement of the "pool" amount.

Adopted by Resolution No. 258641 6/13/83

CITY OF SAN DIEGO, CALIFORNIA **DEPARTMENT INSTRUCTION**	NUMBER DI- 8 - 1	DEPARTMENT Library
SUBJECT FINANCES Appropriations, Trust Funds	PAGE 1 OF 2	EFFECTIVE DATE July 1987
	SUPERSEDES DI- 8 - 1 PAGES 1-2	DATED August 1984

Operation of the San Diego Public Library is financed by annual appropriations made by the City Council. Library buildings, their initial furnishings and equipment (including their book collections) are financed from Capital Outlay and other funds under a six year Capital Improvements Program, revised annually as needs of the City change.

To supplement the regular City support of the Library, public spirited citizens sometimes donate money to improve the Library's service program or its collections. Such donations may be deposited to one of the following trust funds:

Matching Library Materials Fund (10350) — Revenue derived by private donations, including Friends of the Library, may be deposited to this fund and matched on a one-for-one basis up to the amount of the annual appropriation made by City Council. One half of the match goes into the "Pool Account" (see definition below). In addition, fines and fees collected after six months will be deposited in the fund to be reserved and used as matching funds. Expenditures from this fund are for hardcover or paperback books, patents, microforms, government documents, records, audio-visual, and other library materials circulated by the library to the public or used for reference in the library.

Library Matching Equipment Fund (10351) — Revenue derived by private donations, including Friends of the Library, may be deposited to this fund and matched on a one-for-one basis up to the amount of the annual appropriation made by City Council. One half of the match goes into the "Pool Account" (see definition below). Purchases are limited to equipment for public use.

"Pool Funds" — Half of each dollar matched by City Council is held in a "Pool Fund" and distributed every six months. The pool funds accumulated in the Matching Library Materials Fund (10350) are to be distributed to the fifteen branches with the lowest book budgets. The pool funds accumulated from the Matching Equipment Fund (10351) will be distributed at the discretion of the City Librarian.

Library Trust Fund (67010) -- This fund is a "general" fund and may be used for the purchase of books, materials, equipment etc. Money derived by private contributions as well as staff book sales may be deposited here.

Logan Endowment Fund (67011) -- The interest on this fund is to be used for the purchase of books for the Logan Heights Branch Library. It has been understood that these would be reference books or more expensive editions.

CITY OF SAN DIEGO, CALIFORNIA **DEPARTMENT INSTRUCTION**	NUMBER DI- 8-1	DEPARTMENT Library
SUBJECT FINANCES Appropriations, Trust Funds	PAGE 2 OF 2	EFFECTIVE DATE July 1988
	SUPERSEDES DI- 8-1 PAGES 1-2	DATED July 1987

Schwager Trust Fund (67012) -- The interest only is to be used to purchase books on economics and history.

Clara E. Breed Library Education Fund (67013) -- This fund is for promoting the use of the San Diego Public Library and stimulating community interest in and knowledge of the Library's services. Private donations may be placed in this fund. The title of this fund was changed in August 1984 to honor the former City Librarian.

Edwin A. Benjamin Library Memorial Fund (67014) -- These funds are for improving library resources and services by the purchase of books and other library materials, the construction or improvements of library buildings, and related expenses.

Anita Wells Fund (67015) -- These funds are for use at the Benjamin Branch only.

Alice W. Heyneman Fund (67016) -- This fund is for purchasing books for the Wangenheim Room only.

Feuereisen Fund (67017) -- There are no restrictions on the use of this fund. By custom this fund has been used primarily for cultural activities. Expenditures are at the discretion of the City Librarian.

Central Library Revenue Fund (67019) -- This fund is also referred to as the "Ballantyne" fund. Expenditures are to be for books, library materials, and equipment for public use for the Central Library.

Point Loma Branch Library Fund (67020) -- This fund is to be used for capital improvements and the purchase of furnishings, equipment, supplies, and library materials for the new Point Loma Branch Library.

State Library Foundation (19207) -- (The public may not donate to this fund.) Under the California Library Services Act the State Legislature annually appropriates money to local libraries in the form of a grant in order to supplement local funding levels. No new programs are required and the State money cannot be substituted for local funds. These funds can be spent only in accordance with State regulations and with City Council authorization.

Authorized:

City Librarian

Subject Index: Appropriations, Trust Funds

CITY OF SAN DIEGO, CALIFORNIA **DEPARTMENT INSTRUCTION**	NUMBER DI- 8-2	DEPARTMENT Library
SUBJECT FINANCES Book Endowment Program	PAGE 1 OF 1	EFFECTIVE DATE June 10, 1988
	SUPERSEDES DI- PAGES	DATED

PURPOSE

The Book Endowment program is designed to be used by individuals, families, and organizations to provide a tribute or memorial to a special person. Each endowment provides a book each year in perpetuity.

PROCEDURE

Each endowment costs $300, payable in full or in four installments of $75 each. The donor designates the person to be honored and may also designate the branch library or Central subject section to receive the endowment and the subject category of the books to be purchased.

1. Book Endowment forms are available from the Development Office. (236-5849)
2. Checks are to be made payable to the San Diego Community Foundation.
3. Completed forms with check attached are forwarded to the Development Office.

An endowment certificate is sent by the Development Office to the person honored or the family of the person memorialized.

The endowment funds are deposited with the San Diego Community Foundation. Interest earned is used to purchase one book per endowment each year.

Each January and July, the Development Office notifies branch libraries and Central subject sections of the endowments, donors, and subject categories and sends appropriate bookplates.

Book titles are selected and ordered by Branch Librarians and Subject Section heads.

The Development Office keeps a public record of the book endowments.

Appendix C.

Policies on Gifts

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THE CHICAGO PUBLIC LIBRARY

POLICY ON GIFT BOOKS AND OTHER MATERIALS

A. Introduction

Acceptance of Gifts

The Chicago Public Library welcomes gifts of books and other materials donated by individuals or institutions. Except in the case of fulfilling special contractual agreements made in the best interest of both the donor and The Library, The Library will accept gifts only on an unrestricted basis. That is, The Library holds exclusive title and reserves the right to discard individual items at Library book sales or to exchange items with book dealers for credit. Donors who feel strongly about giving only those materials which The Library will definitely add to its collections should supply lists of materials to be donated. These lists will be routed to and checked by the selection specialists or appropriate Library agencies.

Criteria

Donations to the Library must meet the following criteria:

1) The material must be relevant to and consistent with the purposes and activities of The Library.

2) Material should be in good condition.

3) The Library can provide proper storage, protection, and preservation of the material.

4) All moral, legal, and ethical implications of the gift have been considered.

5) The impact of the material in terms of staff time and cataloging and processing costs has been considered.

Acknowledgement

Gifts are acknowledged by Gift Acknowledgement Form (FM 439 11/90), Deed of Gift Form (FM 295), and/or personal letter.

The Library does not provide itemized receipts for donated materials. Donors who require an itemized receipt will be referred to Adult Materials Selection, who will make arrangements to receive the material. Donors will be asked to submit their own itemized list, which Adult Materials Selection will check against items received. Adult Materials Selection will then return the list to the donor with a letter of acknowledgement.

Appraisal

The Library staff cannot appraise gifts for income tax purposes, as it is the donor who benefits from the tax deduction and the Library is an interested party. Donors who request appraisals should be directed to the "Statement on Appraisals of Gifts," College and Research Libraries News, 34 (2973), p. 49 (statement follows). Donors should also consult the Internal Revenue Service to be advised of the regulations for deducting non-cash contributions on personal income tax statements.

Restricted Gifts

The general policy of The Library is to only accept unrestricted gifts. Potential restricted gifts are reviewed and accepted or rejected by the Committee on Special Collections(see section D, "Committee on Special Collections"). In rare cases, potential gifts with restrictions will be accepted by the committee after lengthy review. Restrictions require a long-term commitment on the part of the institution and are difficult to administer. Because of the inflexible nature of restricted gifts, they should only be accepted when justified and when they support the long-term goals of the Library. If the potential gift is accepted, the Deed of Gift form will need to be altered to expressly state those restrictions.

B. General Gifts

Introduction

Inquiries regarding gifts of a moderate size or value may be handled at a branch, regional library, subject division, or in Adult Materials Selection.

Rejection of Gifts

Rejection of gifts is a sensitive issue. While The Library encourages development of collections through gifts, it cannot afford to house, even temporarily, materials which are of little use to its patrons.

Librarians contacted by potential donors regarding the following kinds of gifts are requested to be as tactful as possible in refusing them.

1) Textbooks, particularly scientific textbooks, more than three years old or otherwise clearly out of date.

2) Reference works superseded by later editions or otherwise out of date.

3) Incomplete runs of periodicals. In some cases, a division or agency may accept miscellaneous issues of periodicals to fill in gaps in their collections.

4) Paintings, portraits, sculptures, and other artifacts, after consultation with the Special Collections Division.

Branch librarians who feel that they are able to store such materials for books sales may elect to do so, but storage facilities are not available at the Library.

Delivery of Gifts

Donors may deliver gifts to any Library location. If necessary, Adult Materials Selection will be responsible for making arrangements for pick up of gifts. It is the responsibility of the donor to pack books in boxes before they are picked up.

Receipt of Gifts

Receipt of gifts may be handled at a branch, regional library, or at the Central Library.

Procedures

1) Gifts offered to branch, regional, or division.

a) Librarian chooses to retain gift for his/her collection.

-Complete Gift Acknowledgement Form and give to donor. In the case of more substantial gifts, it may be appropriate to use Deed of Gift Form. Librarians may also with to provide a personal letter of thanks.

-Record gift on tally sheet. 439

-If Deed of Gift Form is used, have it signed by donor. Give one copy of form to donor, send one copy to Director of Collection Development.

-Process gifts; refer to Acquisitions Manual (procedures VI) for procedures for processing gift materials.

b) Librarian chooses to refuse the gift and explains to donor the reasons for doing so. This would occur in the case of materials in very poor condition, or types of materials outlined under "Rejection of Gifts."

c) Librarian chooses to accept the gift but not to retain it for their agency.

-Complete Gift Acknowledgement Form and give to donor.

-Record gift on tally sheet.

-Forward gift to Redistribution; or to another Library agency, according to prior arrangement. Enclose a brief note explaining that these are gift materials not wanted by the agency to which they were delivered.

2. Gifts referred to Adult Materials Selection.

-In the case of periodicals or specialized or older materials that fall within a certain subject area, Adult Materials Selection will consult with librarians in the relevant agency or agencies before making a determination.

-Donors should be encouraged to deliver gifts in person to the most convenient Library location. If a donor chooses to deliver gifts to a branch, regional library, or division, Adult Materials Selection will notify agency staff. Upon receipt of the gift, agency staff will follow procedures for "Gifts offered to branch, regional or division."

-In certain cases, it may be appropriate for Adult Materials Selection to send a gift pick up request to Staff Services, using "Special Pick Up and Delivery Request" (FM 230). Gifts may be delivered to Redistribution, or to the agency on whose behalf Adult Materials Selection has agreed to accept the material. When the material has been delivered to the designated location, Staff Services notifies Adult Materials Selection. Adult Materials Selection sends a letter to the donor acknowledging receipt of the gift.

C. Gifts of Special Materials

Introduction

There are three administratively supported repositories for special materials within The Chicago Public library: the Special Collections Division at he Cultural Center; the Harsh Research Collection at the Woodson Regional library; and the Northside Neighborhood History Collection at the Sulzer Regional Library. These collections include a wide range of formats: rare books, archives, manuscript, photographs, ephemera, historic artifacts and works of art including paintings, sculpture and works of art on paper. Potential gifts including the above formats should be referred to one of the three repositories.

Gifts accepted by individual repositories of special materials

Each head of the individual repositories of special collections can accept or reject any material for their collections. Potential donations should be referred to the appropriate repository based on their individual collection development statements.

Procedures

1) Deed of Gift Form

a) The Deed of Gift Form should be completed by the department which is receiving the donation. That department is also responsible for maintaining acquisitions files on the donation.

b) Complete the donor's name and address. Be sure that the donor is also the owner or legal representative of the donation.

c) Fill in the section describing the material donated. Be as specific as possible so that the material can be distinguished from other similar material.

d) Have the donor or donors sign and date the form. If the form must be mailed to the donor for his/her signature, send both the original and the second copy without detaching the two. The donor should sign and date the form and return both copies intact. Enclose a stamped, self-addressed envelope to assure prompt return of the form. Retain the third copy of the form as a record of what was sent to the prospective donor. The third copy should be retained until the signed copies are returned.

e) After the donor has signed the form, a designated Chicago Public Library representative must sign the form at the bottom. The Library does not have legal title to material until it has a Deed of Gift Form on file which has been signed by both donor and Library representative. Do not sign the form before it is signed by the donor.

e) Retain the original form for Library records. Send or give the second copy to the donor for his/her records. Send the third copy to the Director of Collection Development.

2) Letter of Acknowledgement

a) Write a letter of acknowledgement to the donor thanking him/her for the donation and acknowledging its receipt. The letter can be mailed with the completed Deed of Gift Form or mailed separately.

b) File a copy of the letter with the Deed of Gift Form.

D. Committee on Special Collections

The Committee on Special Collections reviews and accepts or rejects potential gifts of significant physical size or containing a large number of items, gifts of considerable monetary value, gifts which require special housing, high-cost maintenance, restrictions on their use, and all potential restricted gifts.

The Committee on Special Collections is chaired by the Director of Collection Development and also includes the heads of the three repositories of special materials, as well as other appropriate staff.

The committee will accept or reject gifts based on the collection development plans of the three repositories in the case of special materials, or on the needs of other Library agencies. No person may obligate the repositories to accept any material or object not consonant with the intent or spirit of their collection development plans.

Potential gifts that fall into the policy definition as outlined above may be referred to the chair of the Committee on Special Collections, who will then call a meeting of the committee to review the donation.

Potential donors should submit relevant written documentation and supporting data, including a written description and, when relevant, illustrations. The description should include types of formats, provenance, ownership history, and the size of the collection, along with other pertinent information.

The committee will review all documentation, and the decision to accept or reject the potential donation will be by majority vote.

The chair of the committee will contact the donor in writing with the decision.

If the gift is accepted, the gift will be turned over to the appropriate repository or agency, and the repository or agency will follow the procedures for "Gifts accepted by individual repositories of special materials" (Section C, "Gifts of Special Materials").

College & Research Libraries news

No. 3, March 1973

ACRL News Issue (A) of College & Research Libraries, Vol. 34, No. 3

Statement on Appraisal of Gifts

Developed by the Committee on Manuscripts Collections of the Rare Books and Manuscripts Section. Approved by the ACRL Board of Directors on February 1, 1973, in Washington, D.C. This statement replaces the 1960 policy on appraisal (Antiquarian Bookman, v.26, *December 19, 1960, p. 2205*).

1. The appraisal of a gift to a library for tax purposes generally is the responsibility of the donor since it is the donor who benefits from the tax deduction. Generally, the cost of the appraisal should be borne by the donor.

2. The library should at all times protect the interests of its donors as best it can and should suggest the desirability of appraisals whenever such a suggestion would be in order.

3. To protect both its donors and itself, the library, as an interested party, ordinarily should not appraise gifts made to it. It is recognized, however, that on occasion the library may wish to appraise small gifts, since many of them are not worth the time and expense an outside appraisal requires. Generally, however, the library will limit its assistance to the donor to: (a) providing him with information such as auction records and dealers' catalogs; (b) suggestions of appropriate professional appraisers who might be consulted; (c) administrative and processing services which would assist the appraiser in making an accurate evaluation.

4. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library.

5. An archivist, curator, or librarian, if he is conscious that as an expert he may have to prove his competence in court, may properly act as an independent appraiser of library materials. He should not in any way suggest that his appraisal is endorsed by his library (such as by the use of the library's letterhead), nor should he ordinarily act in this fashion (except when handling small gifts) if his institution is to receive the donation. ■■

Sample

CHICAGO PUBLIC LIBRARY

GIFT ACKNOWLEDGEMENT FORM

The Chicago Public Library gratefully acknowledges receipt of the following unrestricted donation:

A. BRIEF DESCRIPTION OF GIFT: Specify number and type of gift (hardbound books, paperbound books, mmagazines, etc.)

[illegible]

B. NAME AND ADDRESS OF DONOR: (Optional)

[illegible]

C. RECEIVED BY:

[illegible]
(Name of Staff Member)

Jane Addams Branch
(Unit)

DATE: November 11, [illegible]

FORM 439 (11/90)

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THE CHICAGO PUBLIC LIBRARY

DEED OF GIFT TO THE CHICAGO PUBLIC LIBRARY

Name of Donor: Sample

Address: ______________________

____

The above-named Donor hereby gives, transfers, assigns and delivers as an unrestricted gift to The Chicago Public Library all legal right, title and interest in and to the property described below, including any copyrights or other literary rights which the Donor may possess in and to said property. The undersigned, being the legal owner or the authorized representative of the legal owner of said property, hereby attests to the legal transfer of said property to The Chicago Public Library. The title to said property shall henceforth remain in The Chicago Public Library without reservation.

Dated ______________	Dated ______________
Signature ______________	Signature ______________
Title ______________	Title ______________

DESCRIPTION:

The Chicago Public Library hereby accepts as an unrestricted gift the property described above and agrees to administer it in accordance with its established policies.

Dated ______________

Signature ______________________

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The Chicago Public Library

Copy 1 - CPL
Copy 2 - Donor
Copy 3 - CPL

FM :

C

DAVENPORT PUBLIC LIBRARY
321 Main Street
Davenport, IA 52801

GIFT ITEM WAIVER

The following waiver is necessary for our records, and will enable you to receive a receipt for the items, which may be used as an attachment to your Income Tax Return.

I hereby agree that the items given are governed solely by the wishes of the Board of Trustees;

And as such, may be utilized as needed in any of the various buildings under the jurisdiction of the Board of Trustees;

Or given to another library if sufficient material is already in the holdings of the Davenport Public Library;

Or given to a charitable organization for charitable purposes;

Or disposed of in any other manner.

Further, I hereby relinquish all claim, now or in the future, to the items given.

Name of donor (please print) ______________________

Signature of donor ______________________

Street Address ______________________

City ______________ State ______________ Zip ______________

Number of Items ______________ Date ______________ Staff initials ______________

EUGENE PUBLIC LIBRARY BUILDING PROJECT
NAMED GIFT POLICY

A new, larger, Eugene Public Library facility will serve everyone in Eugene and benefit all ages and segments of the community. The library offers current, popular materials in a variety of formats; up-to-date resources to pursue topics for personal development, daily living and decision-making; and timely information to support an educated, self-reliant community. A well trained and dedicated staff assists users of the Library's diverse collection and encourages development of a lifelong interest in reading and learning, especially in young children.

Private gifts will strengthen the project, demonstrate community support, enhance the completed library and equipment to meet today's and future needs, and make the Library a facility we can all be proud of.

A comprehensive capital gifts campaign will be conducted, with gifts of all sizes welcomed and sought in an organized fashion. Individuals, organizations, corporations and foundations will be approached.

Three types of recognition will be given: naming of spaces or features for "substantial" gifts, a donor board and a listing in the dedication program. For this campaign, individual plaques will not be put on items like furniture, equipment, etc., because those items are too easily moved, worn out, outdated and replaced over time; the name on the donor board would be intended to be permanent. (The donor board should be designed so names can be added as long as desired.)

Another possible named gift opportunity is the inscribed decorative tile areas shown on the facade, if carried forward in the final design, based on the cost of the decorative finish. The donor may be offered the opportunity to choose the inscription (perhaps from a preselected list).

For a space to be named, the gift should ideally cover both direct construction cost and cost of special equipment; this general policy may be subject to negotiation by the major gifts committee. It's assumed that the donor may designate another person to be honored, usually a family member.

The building program, the needs and mission of the Library will determine priorities and choices for gifts. Ongoing costs, if any, and functionality will also be considered.

In-kind gifts will also be accepted, subject to the same considerations. In-kind gifts will be recognized in the same way money gifts are, at fair market value.

The Eugene Public Library Foundation will conduct the capital campaign, with the policy support of the Eugene Public Library Board. A named gift committee will be formed with representation from both groups and Library staff, to recommend acceptance and recognition of named gifts to the Library Board and City Council.

Approved by EPL Foundation449
Board Nov. 9, 1992.
Approved by Library Board Dec.
2, 1992.

EUGENE PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

AUGUST 25, 1992

Adopted by the Library Board
September 2, 1992

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The children's collection may also include a few adult books of interest to students of children's literature, parents and people working with children.

YOUNG ADULT

Titles of interest to young adults age 13-18 are purchased and shelved in the YA corner.

BUDGET ALLOCATION

Most of EPL's materials budget derives from the City of Eugene's general fund. Monies from the Morita, Wolf and Tromp Funds provide an additional $3,000 - $4,000 per year for materials, and individual donations provide another @$5,000. Friends of the Library annually allocate money for additional materials and special programs. Factors considered in allocating this budget are: circulation statistics by age level or subject area, extent of reference demand, cost of materials and special collection needs.

GIFTS POLICY

The library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to purchased materials. Gifts which do not meet the Library's objectives and policies may be refused. Bookplates may be provided for gifts, and a letter for tax purposes may be sent to the donor. No other conditions may be imposed relating to any gift either before or after its acceptance by the Library.

WITHDRAWAL POLICY

Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn. The purpose of a withdrawal policy is to insure that the collection remains vital and useful by:

- discarding and/or replacing items in poor physical condition
- eliminating items with obsolete, misleading or superseded information
- reducing the number of copies of titles whose relevance to the community has lessened.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by

JACKSONVILLE
PUBLIC
LIBRARIES
FLORIDA

CONTRIBUTION AND DONATION ACCEPTANCE POLICY

Acceptance of Gifts

All donations received by the Jacksonville Public Libraries will be placed in the Jacksonville Public Libraries Foundation, Inc. Funds should be used solely for the purpose of enhancement to, not as replacement for, government funding of basic library materials or services. The Board of Library Trustees and the Foundation Board will administer funds and disperse to the Libraries according to the donor's request. The Foundation will seek gifts and grants that benefit the entire library system, are substantial in nature and serve the broad needs of the public. To that end, allocation of funds should:

1. aim for quality not expediency;
2. endeavor not to duplicate materials easily available to the library;
3. not replace the government's responsibility to the library by paying part of the library's operating budget;
4. represent significant additions to the collection and institution; and
5. be endowment-based with proceeds available in the future. Examples of endowments are a books and materials fund and/or a capital building fund.

The Foundation will accept gifts of cash and non-cash property, including securities, life insurance, real property, tangible personal property, intangible personal property, business ownership interests and other non-cash property of value, contingent upon approval by the Foundation Executive Committee.

Use or Disposition of Accepted Items

Gifts of monies can be classified as follows: (1) restricted for general books and materials endowment, or capital building endowment, which will be placed in the appropriate Foundation endowment account; (2) restricted for specific books, materials or equipment in a specific unit, which will be placed in the Foundation's general account, later to be given to the Board Trust account when the actual expenditures need to be paid. The Foundation will accept gifts which are restricted by donors, provided the nature of the restriction is consistent with the Library's overall program and mission, as determined by the Foundation Board. The Board Trust account exists for the sole purpose of receiving donated funds that are for making immediate purchases only.

When publicly traded stock and other types of securities are contributed, it shall be the policy of the Foundation to sell the securities at the earliest opportunity, thereby converting them to cash. Any exceptions must be approved by the Executive Committee of the Foundation.

The Foundation will consider acceptance of gifts subject to economic conditions, such as the assumption of donor indebtedness, joint tenancy arrangements with donors, provisions for life estates and other economic stipulations that may obligate the Foundation. Generally, the

Foundation will agree to accept such gifts in cases where there is a reasonable expectation that periodic cash flow from the properties will exceed the debt service requirements and/or obligations. In no event, will the Foundation enter into agreements which will place a material obligation or a lien upon the Foundation's general budget revenues.

If the gift produces unrelated business income to the Foundation, for Federal income tax purposes, the income tax obligation will be taken into consideration in assessing the periodic cash flow requirements.

Conditions for Acceptance

Donation restrictions must be stated in writing and retained on file by the Foundation. In order for the gift to be accepted, the donor must sign the Book and Materials Donation Acknowledgment form for gifts other than cash or securities. The acceptance of restricted gifts other than cash will be documented in the minutes of the Board meeting. The conditions for acceptance are that: the donor realizes that the gift is an outright and permanent one; the Foundation retains the right of full disposition of said gift and does not guarantee permanent display or use, and; if the donor desires an appraisal for tax purposes, the donor must employ his own licensed appraiser, as Foundation policy prohibits our making any appraisals whatsoever.

Acknowledgments and Recognition

The Community Relations Department will acknowledge all non-book donations and larger book donations. Staff at each unit of the library may offer donors of books acknowledgments at the time of receipt (Books and Materials Donation Acknowledgment form), and no further acknowledgment will be sent by the library. Upon donor's request, the Technical Services Department will affix bookplates in books purchased with funds donated to the library with the donor's name and honoree's name. The library may recognize a non-book gift with an appropriate plaque or designation when on display.

Approved jointly by the Board of Library Trustees, January 15, 1993, and the Jacksonville Public Libraries Foundation, Inc., January 11, 1993.

JLW/sg
1/15/93 invest

JEFFERSON COUNTY PUBLIC LIBRARY
10200 West 20th Avenue Lakewood, Colorado 80215 (303) 232-7114

DEED OF GIFT AGREEMENT

The Jefferson County Public Library has received from:

Name:

Address:

Telephone:

The following number of:

________ books
________ magazines
________ other

I hereby give to the Jefferson County Public Library, for its use and benefit, without restrictions as to use or disposition, (except as noted below), the property described above.

Restrictions: (Gifts will be accepted only if the restrictions are approved by the Library Board.)

Signature of Donor or Legal Agent ________ Date ________

Thank you for your generous gift and for your interest in helping improve the quality of public library services in Jefferson County. While the Library Board reserves the right to dispose of all material gifts as it feels appropriate, we will make every effort to add your gift to our collection.

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Library Representative ________ Date ________

JCPL 420

submit to: Associate Director Administrative Services
give 1 copy to donor

See D. [illegible]. r. [illegible].

POLICY FOR ACCEPTANCE OF MONETARY GIFTS

1. The Library Advisory Commission encourages contributions to the Louisville Free Public Library for the enhancement of library services.
2. Donors may specify the intended use of their contribution. Common examples are the purchase of books in a particular subject area, or the purchase of equipment for a particular service unit.
3. The library will acknowledge all gifts in writing.
4. In general, gifts of less than $5,000 will be expended as principal only.
5. At the donor's request, gifts of $5,000 and above may be designated to have only the interest expended, retaining the principal.
6. In addition, a book endowment fund is established through the Library Foundation, which accepts monetary gifts for investment or for expenditure of principal.

Adopted:
October 16, 1990

Rockford

900405.4

REPORT OF THE FINANCIAL PLANNING AND PROPERTIES COMMITTEE MEETING
April 18, 1990

RECOMMENDATION FOR BOARD ACTION

Board Members Present: Wayne Schwalen, William Knese, Constance Lane

Others Present: Joel Rosenfeld, Estelle Black, David Proudfoot

The Committee recommends:

> That the Board accept the bequest to the library from Martha Schroeder in the amount of $237,745.82 and the responsibility to oversee the appropriate use of the funds.

and

The Committee recommends:

> That the Board establish an endowment fund to use the earnings ~~interest~~ to purchase books in the fields of religion, arts, health and science, in accordance with the bequest and applicable laws and statutes.

Wayne Schwalen

William
William Knese

Connie Lane

3.5 CONTROVERSIAL MATERIALS AND RARE ITEMS

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval but solely on the merits of the work in relation to building the collections and serving the interests of the patrons.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no materials will be sequestered, except to protect them from injury or theft.

The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further. Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be influenced by the possibility that materials may inadvertently come into the possession of children.

The Library accepts recommendations from the public regarding additions to the collection or asking that a selection be reconsidered. Persons shall be asked to submit their recommendations in writing and to state their specific reasons. The Library staff shall consider all written recommendations and respond to them in writing. The Director shall show the recommendations and responses to the Library Board for their information and review. Persons may ask that the decision on their recommendations be reviewed by a Committee of the Library Board.

3.6 GIFTS

The Library accepts gifts of materials, but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. No conditions may be imposed relating to any item after its acceptance by the Library.

X This is a revised page: April 27, 1992

Library

To make a
difference
today is
to touch
tomorrow.

Sponsorship opportunities exist for a variety of San Diego Library programs and facilities:

- **Adopt a Librarian**
  Provide staffing for a community library. Sponsorship opportunities start at $48,000.
- **Adopt a Branch Library**
  Provide library staff, materials, building maintenance, landscaping and computer equipment at a San Diego library serving your community. Sponsorship opportunities range from $200,000 to $600,000.
- **Cash Donations for New Books and Media**
  Provide new materials for the libraries. Your donation will be matched through the City's matching library materials fund. Gifts begin at $25.
- **Adopt a Homework Center**
  Help children in completing their homework assignments and provide a safe alternative to drugs and gangs. The Center includes a computer workstation and reference materials to be used by children for educational enrichment. Sponsorship opportunities begin at $6000.
- **Adopt a Satellite Homework Center**
  Assist children and youth in completing homework assignments by placing a collection of reference materials in recreation centers, after school centers and shelters. Sponsorship opportunities begin at $2500.
- **Adopt the Central Library's Business Reference Center**
  Support will allow for in-depth reference and research, including on-line searching, document delivery, customized packaging of information and expert access to San Diego Public Library's resources for the business community. Exclusive sponsorship begins at $138,000.
- **Periodical and Business Computer Resources**
  Provide computerized periodical and business resources that support business people, investors and students. Sponsorships begin at $12,000.
- **Adopt a Bookmobile**
  Provide library and outreach services to neighborhoods, schools, senior centers and social service agencies where library access is restricted. Start up costs are $253,000. Annual sponsorship is $103,000.
- **Host Children's Programs**
  Host children's programs in San Diego's libraries. These include reading enrichment, educational and school related activities. Sponsorship begins at $500.
- **Adopt a Library Materials Protection System**
  Provide your community library with an electronic device that will help safeguard the materials against theft. Sponsorships range from $15,000 to $20,000.
- **Adopt a Career Center**
  Enhance the library's resources that will help young adults with job search skills and educational pursuits. The Center includes a computer work station and a wealth of materials including educational enrichment, college preparatory, vocational training, resume writing and career development. Sponsorship begins at $8,000.
- ***Or, suggest a sponsorship program of your own.***

For more information please call the Development Office of the City of San Diego at (619) 533-3064 or the San Diego Public Library at 236-5893.

City Ventures
A Community Investment Partnership

our people, our city, our future

Printed on Recycled Paper

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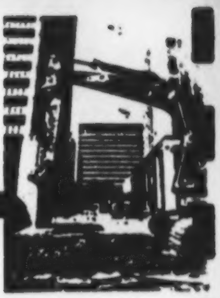
City Ventures Community Partnerships



COMMUNITY SPONSORSHIPS

CITY VENTURES is a public/private partnership program offering an unparalleled opportunity to promote your corporation or organization while investing in the future of San Diego through sponsorship of City programs and facilities.

Although the City of San Diego manages wisely, decreasing revenues cannot keep pace with the growing need for services.

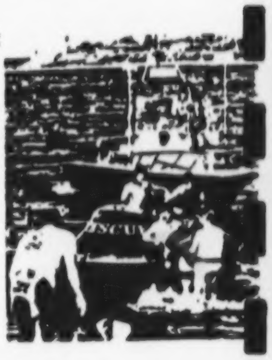
CITY VENTURES enables the City to continue to provide services necessary for a thriving community while offering you, the sponsor, an opportunity to

- enhance your corporate or organizational image
- reach specific demographic markets
- build consumer loyalty
- reach a potential audience of millions through print and electronic media exposure
- ***or simply support the community in which you live***

To make a difference today is to touch tomorrow.

Sponsorship is open to individuals, companies, groups and organizations.

Benefits of sponsorship may include:



- on site signage
- Corporate/product logo on printed promotional materials
- Radio station and newspaper mentions
- VIP invitations to Chargers or Padres game
- Presentation of Key to the City at a televised City Council Meeting
- Use of official logo

Benefits are prorated based on level of sponsorship.

Partnerships are available in three ways:

Unrestricted Gifts Unrestricted gifts allow the City of San Diego to respond quickly and appropriately to change and opportunity.

Special Gifts Donations to a particular program or activity are often the only source of funds for growing special needs. Special gifts may be in the form of memorials, endowments, volunteer efforts, cash, or in kind services, equipment and supplies .

Sponsorship Sponsorship opportunities are open to corporations, individuals, clubs, and organizations. As a sponsor you make possible the continuation or enhancement of City services, programs or facilities, through your financial support or in kind contribution.

TO MAKE A DIFFERENCE TODAY IS TO TOUCH TOMORROW

There are many advantages to sponsoring one or more City programs, and our staff is ready to work closely with you to make sure that you or your organization achieves its objectives as a CITY VENTURES partner.

For more information on this exciting program, please call the Development Office of the City of San Diego at (619) 533-3064 or write to: CITY VENTURES, City of San Diego, Executive Complex, 1010 Second Avenue, Suite 555, San Diego, 92101.

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY RECEIPT OF DONATIONS	100-2	03-12-79	1 OF 3

BACKGROUND

From time to time, private individuals and agencies make donations to the City for general or specific purposes. General unwritten procedures exist for receiving gifts, but specific policies and procedures have not heretofore been written. The program of seeking community contributions for the Community Concourse highlighted the desirability of written policies and procedures.

PURPOSE

To formalize the conditions and procedures to be followed by the City in accepting donations.

DEFINITIONS

Donation - A contribution to the City which may consist of a cash grant, real property (land), or an in-kind contribution (any item or object other than cash or real property which would serve a useful purpose in the provision of City Services).

Unrestricted Donation - A donation to the City without any limitation being placed upon its use.

Restricted Donation - A donation to the City for a specified purpose.

POLICY

1. Real property donations shall be reviewed and a legal opinion rendered thereto by the City Attorney before acceptance by the City. The City Council shall be responsible for the acceptance of all real property donations.

2. Unrestricted personal property donations do not require City Council approval for acceptance. Cash donations are a revenue to the General Fund and may be made directly to the City Treasurer. In-kind donations may be made directly to the using department. All donations are to be reported to the Endowment Officer. It will be the Endowment Officer's responsibility to insure that proper City officials are informed of the donations; that the donation is acknowledged; that timely reports are made; and that suitable recognition is afforded the donor.

3. Single restricted personal property donations may be made to the City for stated specific purposes. Such donations may be restricted for city-wide projects such as: Centre City, Mission Bay recreation facilities, Balboa Park development, or the San Diego-Yokohama Friendship Commission. They may also be restricted to projects on City property which would benefit only limited groups, such as: a community park or recreation center

POLICY (Continued)

facility, improvements and landscaping in median strips, or shuffleboard courts. These donations may be cash or in-kind contributions. The City will review the conditions of the restrictive donations and determine if the benefits to be derived warrant the acceptance of the donations. Responsibility for such review and acceptance is as follows:

a. The City Council shall be responsible for accepting all restricted donations which:

   (1) Create an immediate or initial City expenditure of $500 or more. This pertains both to a direct outlay of City funds or to the use of City forces and materials.

   (2) Create an annual City maintenance obligation of $500 or more.

   (3) Materially affect or change any aspect of City operations.

b. City departments or their appointed agents, such as Community Recreation Councils, shall be responsible for accepting those restricted donations not covered by item 3a.

Accepted cash donations will be deposited in the appropriate fund for future expenditure on the restricted purpose. Unaccepted donations will be returned to the donor.

4. Multiple restricted donations are cash donations made to the City for a special purpose or project by more than one individual or agency. The City Council shall be responsible for accepting all such donations. All accepted multiple donations restricted to the same purpose or project will be limited by the following:

   a. Uniform conditions will apply to all donations.

   b. A limited time will be established for accepting these donations.

   c. A complete release must be granted upon acceptance by the City if the donor desires benefit of Federal income tax deduction.

   d. The City will maintain detailed trust records.

   Upon acceptance of multiple restricted cash donations by the City, the donations will be deposited in the appropriate fund for future expenditures on the specified project.

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY RECEIPT OF DONATIONS	100-2	03-12-79	3 OF 3

POLICY (Continued)

5. All donations shall become City property upon formal acceptance by the City Council or appropriate City department.

Adopted by Resolution #178999 2-18-64
Amended by Resolution #216051 5-26-76
Amended by Resolution #223033 3-12-79

Skokie.

Revised Council Policy
To replace 3/12/79

Gifts to the City 100-2

Background

From time to time, individuals, corporations, and foundations make gifts to the City for general but usually for specific purposes. It has been a goal of the City to encourage charitable giving to the City so as to enhance and strengthen its programs and services. This Policy is to establish a procedure to help accomplish this goal.

Purpose

To formalize the conditions and procedures to be followed by the City in accepting donations.

Definition

Gift - A contribution to the City which may consist of cash, real property, and in-kind contribution, or any item which would serve a useful purpose in the provision of City Services.

Policy

1. The City Council shall be responsible for accepting the following types of gifts:

    1) All real property,

    2) All gifts worth $25,000 or more,

    3) All gifts which create an initial City expenditure of $5,000 or more. This pertains both to a direct outlay of City funds or to the use of City forces and materials,

    4) Create an annual City maintenance obligation of $5,000 or more,

    5) Materially affect or change any aspect of City operations.

2. All other gifts can be received and handled administratively by City Departments or their appointed agents, such as Community Recreation Councils.

3. All donors should be thanked for their generosity. A thank-you letter signed by the department head is the suggested method of acknowledging generosity.

4. All gifts of $500.00 or more shall be reported to the Endowment Officer. This is the level the I.R.S. demands an appraisal from the donor for non-cash gifts. It will be the Endowment Officer's responsibility to ensure that proper City officials are informed of the gifts, that the gift is acknowledged, that timely reports are made, and that suitable recognition is offered the donor.

RECEIVING DONATIONS OF MATERIALS

When a patron offers to give books, magazines, or audiovisual materials to the Library, the following guidelines apply. If there is a question about these guidelines or a special situation, the patron should be referred to the librarian in charge of donated materials or to the Coordinator of Collection Development.

We will accept up to one hundred hardcover and/or paperback books and audiovisual materials. All items should be in very good condition. Nothing that is marked in, yellowing, musty or damaged will be accepted.

We will not take anything over five years old in these categories: accounting, computer science, economics, medicine, and science. We will accept editions of standard encyclopedias.

No textbooks will be accepted.

Magazines, including National Geographic, and Monarch Notes will be accepted as needed. See attached list.

Local history materials from the Chicago and Skokie areas are welcome, as are foreign language materials.

The donor will receive a written acknowledgement of his/her gift if desired. Please take name and address and the number of books if the patron would like it to be mentioned. Library staff will not appraise the books or indicate a value in the acknowledgement letter. The donor may request that a gift plate be affixed to new books.

The Library reserves the right to use donated materials as the staff sees fit.

Attachment

Approved August 2, 1989
Skokie Public Library Board of Trustees

Please send donations of these magazines to Tech:

America
American Artist
American Libraries
Architectural Digest
Architectural Record
Antlantic
Business Month
Business Week
Byte
Cable Vision
Car & Driver
Changing Times
Chicago
Consumers' Digest
Consumers' Research
Current Science
Discover
Downbeat
Ebony
Electronics
Financial Analysts' Journal
Financial World
Health
High Fidelity
Illinois Libraries
Inc.
Incider
Library Journal
Maclean's
Modern Photography
Mother Earth News
Motor Trend
Ms.
Nation
National Review
National Wildlife
Nation's Business
New Republic
New Yorker
North Shore
Omni
Parents
Personal Computing
Phi Delta Kappan
Physics Today
Popular Mechanics
Popular Science
Progressive
Psychology Today
Road & Track
Saturday Evening Post
Scholastic Update
Science
Science Digest
Science News
Science World
Scientific American
Sky & Telescope
Sports Illustrated
Sunset
Time
Travel-Holiday
U.S. News & World Report
Vanity Fair
World Press Review
Writer
Writer's Digest

ART ACQUISITION POLICY STATEMENT

The Skokie Public Library welcomes gifts and is grateful for the generosity of the donors. In the case of books, they are received with gratitude and with the understanding that the Library reserves the right to dispose of those it cannot use.

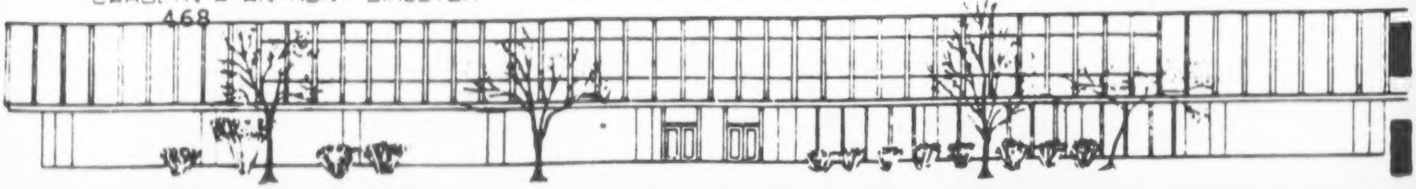
An acknowledgement is made in writing when the name and address of the donor accompanies the gift.

In the case of works of art, the Library appreciates the thoughtfulness of donors. Contributions to the Library's Fine Arts Fund are encouraged with the hope that in time major works of art can be acquired.

Any work of art, paintings, etc., must have Board approval before acceptance by the Library.

Accepted by Board
Motion March 13, 1985

SKOKIE PUBLIC LIBRARY
5215 OAKTON STREET · SKOKIE, ILLINOIS 60077
CAROLYN A. ANTHONY DIRECTOR
TELEPHONE 312 673 7774



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GIFTS AND BEQUESTS

The Board is always pleased and gratified to receive gifts and bequests. These are usually in one of the following forms:

1. MONETARY

   Gifts of money and/or securities are received and acknowledged by the Director, who will report such gifts to the Board. Such gifts that require setting up a special fund for books, scholarships, etc. may require legal advice and the approval of the Board's Investment Committee. In all cases the wishes of the donor will be followed. If this is not possible, the gift may be declined.

   All funds and/or securities will be deposited in the Corporate account or in any Foundation account the Board may create.

2. BOOKS

   Gifts of books and other library materials involve the library's needs and Book Selection Policy. Such gifts will be made in accordance with guidelines developed by the administration.

3. REAL ESTATE

   Gifts of real estate will be referred to the Building and Sites Committee for recommendations to the Board.

4. OTHER ITEMS

   Gifts of art objects, trees, memorabilia or other tangible objects may be accepted by the Director, who may consult with the Board as needed.

APPROVED BY BOARD OF TRUSTEES MAY 24, 1989

Public Library of Youngstown + Mahoning County